

113 Election Campaign and Lobbyist Reporting

Functional Group ID=CL

Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Election Campaign and Lobbyist Reporting Transaction Set (113) for use within the context of an Electronic Data Interchange (EDI) environment. This Bi-directional transaction set can be used by candidates, candidate committees, party committees, political action groups, lobbyists and other entities to exchange disclosure data.

Notes:

1. Registered lobbying firms and individual lobbyists in the state of California can use this transaction set to submit California 1993 form 635 (Report of Lobbyist Employer/Report of Lobbying Coalition); California 1990 form 635-C (Attachment - Payments Received by Lobbying Coalitions); California 1990 form 630 (Attachment - Payments Made to Lobbying Coalitions); California 1993 form 640 (Attachment - Government Agencies Reporting of "Other Payments to Influence Legislative or Administrative Actions"); and California 1990 form 615 (Lobbyist Report). If this IC is used to transmit a form 635, table 1 and illustrated HL loop 2/HL/0100 Must be transmitted (see note 10 below for an explanation of an illustrated HL loop). If this IC is used to submit a form 635-C, table 1 and the illustrated HL loop 2/HL/0101 MUST be transmitted. If this IC is used to submit a form 630, table 1 and the illustrated HL loop 2/HL/0102 MUST be transmitted. If this IC is used to submit a form 640, table 1 and the illustrated HL loop 2/HL/0103 MUST be transmitted. If this IC is used to submit a form 615, table 1 and the illustrated HL loop 2/HL/0104 MUST be transmitted. If two or more forms are submitted, table 1 is transmitted only one time.

2. This IC can be used to amend previously submitted data. The amended data is a total replacement of the form.

3. Throughout this implementation convention, reference is made to segments and data elements within this transaction set. Segments are identified in the following manner 1/NM1/0700. The first number identifies the table that contains the segment. The 2 or 3 characters between the slash marks identify the segment (in the example, NM1 identifies the Individual or Organizational Name segment). The last 4 numbers identify the position of the segment within the table. Thus, 1/NM1/0700 identifies the Individual or Organizational Name segment in table 1 at position 0700.

4. A combination of the segment identifier and the position of the data element within the segment, e.g., BGN06 identify data elements within segments. BGN identifies the Beginning Segment and 06 identifies data element 127 which is the sixth data element within the BGN segment.

5. Composite data elements are identified in a manner similar to data elements, e.g., AWD01-04. AWD identifies the Amount with Description segment; 01 identifies composite data element C007, which is the first data element within the segment; and -04 identifies sub data element 935, which is the fourth sub data element within the composite data element C007.

6. This transaction set contains segments and data elements that by the X12 standard are mandatory. A mandatory segment is identified by an "M" in the Requirement Designator field within the transaction set table and by the word "MANDATORY" in the Usage row on the segment page. Data elements that are mandatory by the X12 standard are identified by an "M" in the first column under the ATTRIBUTES on the segment page. Mandatory segments MUST be present in all transmissions of this transaction set. Mandatory data elements MUST be present in all mandatory segments and in those optional segments that are used in the transaction set.

7. This transaction set also contains segments and data elements whose uses are optional by the X12 standard. These segments and data elements are identified in a similar manner as are the mandatory segments and data elements except an "O" is displayed in lieu of an "M" and the word "OPTIONAL" is used in place of "MANDATORY". Optional segments and data elements may be used at the discretion of the originator of the transaction set except when the words "MUST USE" are present. In this instance, the segment or data element

MUST be present in the occurrence of the illustrated HL loop in which the annotation appears.

8. This transaction set contains segments and data elements that are optional by the X12 standard but are REQUIRED by this implementation convention under specified conditions. In this instance the word "REQUIRED" will appear in a note associated with the segment or data element and the condition requiring the use of the segment or data element will be specified in this note. Use of the segment, data element or code are REQUIRED whenever the specified condition is present.

9. This transaction set contains a HL loop (which includes all segments 2/HL/0100 through 2/MTX/3500) in table 2. This HL loop is used to transmit data applicable to a form or schedule and to categorize that data.

10. Within this 113 transaction set there is only one HL loop identified in table 2, however, this loop may be repeated an infinite number of times. For ease of understanding this implementation convention, the data required by each form or schedule is identified in a separate illustrated HL loop. The illustrated HL loops identify the segments, data elements and codes that are to be used to provide the data required by the form or schedule. The illustrated HL loops can be identified by their position numbers within the transaction set. The HL loop within this 113 transaction set starts at position 2/0100 and ends at position 2/3500. Each segment in the HL loop is at a position that is incremented by 100 from the HL segment, e.g., the second segment in the HL loop is at position 2/0200. Each of the segments in the illustrated loops is incremented by 1 from the segments in the basic HL loop, e.g., 2/0101 through 2/3501, 2/0102 through 2/3502, etc. Notes that appear in these illustrative loops will refer to segments by their ACTUAL positions within the X12 transaction set, NOT by their illustrated positions.

11. Each HL loop that starts a form or schedule MUST cite code RP (Report) in HL03. There may be other HL loops within a form or schedule. Each of these loops will cite a code other than RP in HL03. Each code listed in HL03 may be used ONLY one time in each HL loop that transmits data for a form or schedule. All HL loops MUST be numbered consecutively in HL01 throughout the entire transaction set.

12. Codes listed in data elements are the only codes that may be used in that data element.

13. Instructions regarding the use of this transaction set to comply with the reporting requirements of the California Secretary of State's office will appear as italicized, bolded, shaded text. Any other text that appears within this transaction set is part of the X12 standard.

14. Segment syntax and semantic notes are part of the X12 standard and MUST be complied with.

15. This IC accommodates all the instructions for completing a form.

Heading:

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
8	0100	ST	Transaction Set Header	M	1		
9	0200	BGN	Beginning Segment	M	1		
Not Used	0300	N9	Reference Identification	O	>1		
Not Used	0400	DTM	Date/Time Reference	O	>1		
Not Used	0500	LQ	Industry Code	O	>1		n1
Not Used	0600	MTX	Text	O	>1		
LOOP ID - NM1						>1	
11	0700	NM1	Individual or Organizational Name	O	1		n2
13	0800	N2	Additional Name Information	O	2		
Not Used	0900	N3	Address Information	O	2		
Not Used	1000	N4	Geographic Location	O	1		
Not Used	1100	PER	Administrative Communications Contact	O	>1		
Not Used	1200	N9	Reference Identification	O	>1		
LOOP ID - AWD						>1	
Not Used	1300	AWD	Amount with Description	O	1		n3
Not Used	1400	LQ	Industry Code	O	>1		n4

Not Used	1500	MTX	Text	O	>1
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Detail:

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max. Use	Loop Repeat	Notes and Comments
			LOOP ID - HL				>1
14	0100	HL	Hierarchical Level	O	1		n5
			LOOP ID - N9				>1
16	0200	N9	Reference Identification	O	1		
18	0300	DTM	Date/Time Reference	O	>1		
Not Used	0400	NX2	Location ID Component	O	>1		
19	0500	LQ	Industry Code	O	>1		n6
20	0600	MTX	Text	O	>1		
			LOOP ID - NM1				>1
21	0700	NM1	Individual or Organizational Name	O	1		n7
25	0800	N2	Additional Name Information	O	2		
26	0900	N3	Address Information	O	2		
27	1000	N4	Geographic Location	O	1		
28	1100	PER	Administrative Communications Contact	O	>1		
29	1200	N9	Reference Identification	O	>1		
31	1300	DTM	Date/Time Reference	O	>1		
32	1400	NX2	Location ID Component	O	>1		
Not Used	1500	EMS	Employment Position	O	>1		
33	1600	TPB	Business Professional Title	O	>1		
Not Used	1700	PWK	Paperwork	O	>1		
Not Used	1800	PAM	Period Amount	O	>1		
Not Used	1900	G86	Signature	O	1		
Not Used	2000	MTX	Text	O	>1		
			LOOP ID - LQ				>1
34	2100	LQ	Industry Code	O	1		
Not Used	2200	N9	Reference Identification	O	>1		
Not Used	2300	DTM	Date/Time Reference	O	>1		
Not Used	2400	PCT	Percent Amounts	O	>1		
Not Used	2500	QTY	Quantity	O	>1		
Not Used	2600	MTX	Text	O	>1		
			LOOP ID - AWD				>1
35	2700	AWD	Amount with Description	O	1		
39	2800	DTM	Date/Time Reference	O	>1		
Not Used	2900	PCT	Percent Amounts	O	>1		
Not Used	3000	QTY	Quantity	O	>1		
40	3100	N9	Reference Identification	O	>1		
Not Used	3200	PDL	Payment Details	O	>1		
Not Used	3300	LQ	Industry Code	O	>1		
Not Used	3400	N1	Name	O	>1		
42	3500	MTX	Text	O	>1		
			LOOP ID - HL				>1
43	0101	HL	Hierarchical Level	O	1		n8
			LOOP ID - N9				>1
45	0201	N9	Reference Identification	O	1		
47	0301	DTM	Date/Time Reference	O	>1		

Not Used	0401	NX2	Location ID Component	O	>1	
Not Used	0501	LQ	Industry Code	O	>1	n9
48	0601	MTX	Text	O	>1	
LOOP ID - NM1					>1	
49	0701	NM1	Individual or Organizational Name	O	1	n10
51	0801	N2	Additional Name Information	O	2	
52	0901	N3	Address Information	O	2	
53	1001	N4	Geographic Location	O	1	
Not Used	1101	PER	Administrative Communications Contact	O	>1	
54	1201	N9	Reference Identification	O	>1	
Not Used	1301	DTM	Date/Time Reference	O	>1	
Not Used	1401	NX2	Location ID Component	O	>1	
Not Used	1501	EMS	Employment Position	O	>1	
Not Used	1601	TPB	Business Professional Title	O	>1	
Not Used	1701	PWK	Paperwork	O	>1	
Not Used	1801	PAM	Period Amount	O	>1	
Not Used	1901	G86	Signature	O	1	
Not Used	2001	MTX	Text	O	>1	
LOOP ID - LQ					>1	
Not Used	2101	LQ	Industry Code	O	1	
Not Used	2201	N9	Reference Identification	O	>1	
Not Used	2301	DTM	Date/Time Reference	O	>1	
Not Used	2401	PCT	Percent Amounts	O	>1	
Not Used	2501	QTY	Quantity	O	>1	
Not Used	2601	MTX	Text	O	>1	
LOOP ID - AWD					>1	
56	2701	AWD	Amount with Description	O	1	
Not Used	2801	DTM	Date/Time Reference	O	>1	
Not Used	2901	PCT	Percent Amounts	O	>1	
Not Used	3001	QTY	Quantity	O	>1	
58	3101	N9	Reference Identification	O	>1	
Not Used	3201	PDL	Payment Details	O	>1	
Not Used	3301	LQ	Industry Code	O	>1	
Not Used	3401	N1	Name	O	>1	
60	3501	MTX	Text	O	>1	
LOOP ID - HL					>1	
61	0102	HL	Hierarchical Level	O	1	n11
LOOP ID - N9					>1	
63	0202	N9	Reference Identification	O	1	
65	0302	DTM	Date/Time Reference	O	>1	
Not Used	0402	NX2	Location ID Component	O	>1	
Not Used	0502	LQ	Industry Code	O	>1	n12
66	0602	MTX	Text	O	>1	
LOOP ID - NM1					>1	
67	0702	NM1	Individual or Organizational Name	O	1	n13
69	0802	N2	Additional Name Information	O	2	
70	0902	N3	Address Information	O	2	
71	1002	N4	Geographic Location	O	1	
Not Used	1102	PER	Administrative Communications Contact	O	>1	
72	1202	N9	Reference Identification	O	>1	

Not Used	1302	DTM	Date/Time Reference	O	>1	
Not Used	1402	NX2	Location ID Component	O	>1	
Not Used	1502	EMS	Employment Position	O	>1	
Not Used	1602	TPB	Business Professional Title	O	>1	
Not Used	1702	PWK	Paperwork	O	>1	
Not Used	1802	PAM	Period Amount	O	>1	
Not Used	1902	G86	Signature	O	1	
Not Used	2002	MTX	Text	O	>1	
LOOP ID - LQ					>1	
Not Used	2102	LQ	Industry Code	O	1	
Not Used	2202	N9	Reference Identification	O	>1	
Not Used	2302	DTM	Date/Time Reference	O	>1	
Not Used	2402	PCT	Percent Amounts	O	>1	
Not Used	2502	QTY	Quantity	O	>1	
Not Used	2602	MTX	Text	O	>1	
LOOP ID - AWD					>1	
74	2702	AWD	Amount with Description	O	1	
Not Used	2802	DTM	Date/Time Reference	O	>1	
Not Used	2902	PCT	Percent Amounts	O	>1	
Not Used	3002	QTY	Quantity	O	>1	
76	3102	N9	Reference Identification	O	>1	
Not Used	3202	PDL	Payment Details	O	>1	
Not Used	3302	LQ	Industry Code	O	>1	
Not Used	3402	N1	Name	O	>1	
78	3502	MTX	Text	O	>1	
LOOP ID - HL					>1	
79	0103	HL	Hierarchical Level	O	1	n14
LOOP ID - N9					>1	
81	0203	N9	Reference Identification	O	1	
83	0303	DTM	Date/Time Reference	O	>1	
Not Used	0403	NX2	Location ID Component	O	>1	
Not Used	0503	LQ	Industry Code	O	>1	n15
84	0603	MTX	Text	O	>1	
LOOP ID - NM1					>1	
85	0703	NM1	Individual or Organizational Name	O	1	n16
87	0803	N2	Additional Name Information	O	2	
88	0903	N3	Address Information	O	2	
89	1003	N4	Geographic Location	O	1	
Not Used	1103	PER	Administrative Communications Contact	O	>1	
90	1203	N9	Reference Identification	O	>1	
Not Used	1303	DTM	Date/Time Reference	O	>1	
Not Used	1403	NX2	Location ID Component	O	>1	
Not Used	1503	EMS	Employment Position	O	>1	
Not Used	1603	TPB	Business Professional Title	O	>1	
Not Used	1703	PWK	Paperwork	O	>1	
Not Used	1803	PAM	Period Amount	O	>1	
Not Used	1903	G86	Signature	O	1	
Not Used	2003	MTX	Text	O	>1	
LOOP ID - LQ					>1	
Not Used	2103	LQ	Industry Code	O	1	

Not Used	2203	N9	Reference Identification	O	>1	
Not Used	2303	DTM	Date/Time Reference	O	>1	
Not Used	2403	PCT	Percent Amounts	O	>1	
Not Used	2503	QTY	Quantity	O	>1	
Not Used	2603	MTX	Text	O	>1	
LOOP ID - AWD					>1	
92	2703	AWD	Amount with Description	O	1	
Not Used	2803	DTM	Date/Time Reference	O	>1	
Not Used	2903	PCT	Percent Amounts	O	>1	
Not Used	3003	QTY	Quantity	O	>1	
94	3103	N9	Reference Identification	O	>1	
Not Used	3203	PDL	Payment Details	O	>1	
Not Used	3303	LQ	Industry Code	O	>1	
Not Used	3403	N1	Name	O	>1	
96	3503	MTX	Text	O	>1	
LOOP ID - HL					>1	
97	0104	HL	Hierarchical Level	O	1	n17
LOOP ID - N9					>1	
99	0204	N9	Reference Identification	O	1	
101	0304	DTM	Date/Time Reference	O	>1	
Not Used	0404	NX2	Location ID Component	O	>1	
102	0504	LQ	Industry Code	O	>1	n18
103	0604	MTX	Text	O	>1	
LOOP ID - NM1					>1	
104	0704	NM1	Individual or Organizational Name	O	1	n19
108	0804	N2	Additional Name Information	O	2	
109	0904	N3	Address Information	O	2	
110	1004	N4	Geographic Location	O	1	
111	1104	PER	Administrative Communications Contact	O	>1	
112	1204	N9	Reference Identification	O	>1	
114	1304	DTM	Date/Time Reference	O	>1	
115	1404	NX2	Location ID Component	O	>1	
Not Used	1504	EMS	Employment Position	O	>1	
116	1604	TPB	Business Professional Title	O	>1	
Not Used	1704	PWK	Paperwork	O	>1	
Not Used	1804	PAM	Period Amount	O	>1	
Not Used	1904	G86	Signature	O	1	
Not Used	2004	MTX	Text	O	>1	
LOOP ID - LQ					>1	
117	2104	LQ	Industry Code	O	1	
Not Used	2204	N9	Reference Identification	O	>1	
Not Used	2304	DTM	Date/Time Reference	O	>1	
Not Used	2404	PCT	Percent Amounts	O	>1	
Not Used	2504	QTY	Quantity	O	>1	
Not Used	2604	MTX	Text	O	>1	
LOOP ID - AWD					>1	
118	2704	AWD	Amount with Description	O	1	
120	2804	DTM	Date/Time Reference	O	>1	
Not Used	2904	PCT	Percent Amounts	O	>1	
Not Used	3004	QTY	Quantity	O	>1	

121	3104	N9	Reference Identification	O	>1		
Not Used	3204	PDL	Payment Details	O	>1		
Not Used	3304	LQ	Industry Code	O	>1		
123	3404	N1	Name	O	>1		
124	3504	MTX	Text	O	>1		
125	3600	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

- 1/0500 The LQ segment provides coded information related to a filing, such as, a notice of a late filing.
- 1/0700 The NM1 segment provides name and address information regarding the sender and receiver of a filing.
- 1/1300 The AWD loop provides monetary amounts covering fees and related information associated with a late filing.
- 1/1400 The LQ segment provides coded information related to the monetary amounts carried in the AWD loop.
- 2/0100 The HL loop divides a filing into sections such as basic report information, loans, contributions, receipts, expenditures, related parties and other information contained in a filing.
- 2/0500 The LQ segment provides coded information related to an individual report identified in the N9 segment.
- 2/0700 The NM1 segment provides name, address and related information for reportable entities, such as filers, committees, committee officers, and contributors.
- 2/2100 The LQ loop provides coded information, such as, type of committee, last office held by a candidate, and other information about the entities identified in the NM1 segment.
- 2/3300 The LQ segment provides coded information related to the monetary amount carried in the AWD segment as reported for the entity identified in the NM1 loop.
- 2/3400 The N1 segment provides the name of an entity who benefited from an expenditure made by a party identified in the NM1 segment.

Segment: **ST** Transaction Set Header
Position: 0100
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number
Syntax Notes:
Semantic Notes:

- 1 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
- 2 The implementation convention reference (ST03) is used by the translation routines of the interchange partners to select the appropriate implementation convention to match the transaction set definition.

Comments:

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set 113 Election Campaign and Lobbyist Reporting	M ID 3/3
M	ST02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set <i>A unique number assigned by the submitter of the transaction set or the application program. This same number is cited in SE02 of the 2/SE/3600 segment.</i>	M AN 4/9
	ST03	1705	Implementation Convention Reference Reference assigned to identify Implementation Convention <i>Cite 113CA635</i>	O AN 1/35

Segment: **BGN** Beginning Segment
Position: 0200
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the beginning of a transaction set
Syntax Notes: 1 If BGN05 is present, then BGN04 is required.
Semantic Notes: 1 BGN02 is the transaction set reference number.
2 BGN03 is the transaction set date.
3 BGN04 is the transaction set time.
4 BGN05 is the transaction set time qualifier.
5 BGN06 is the transaction set reference number of a previously sent transaction affected by the current transaction.

Comments:

Notes: *This segment is used to provide basic information regarding the data contained within this transaction set.*

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	BGN01	353	Transaction Set Purpose Code Code identifying purpose of transaction set <i>Use this data element to identify the purpose of the data contained within this transaction set. Only one of the listed codes may be used.</i> 00 Original <i>Use this code to indicate an original submission of the data contained within this transaction set. When this code is used, BGN07 is REQUIRED and MUST cite code ED.</i> CO Corrected <i>1. Use this code to indicate that the data contained within this transaction set has been amended from a previous submission. The amended data is a total replacement of the data that was previously submitted (i.e., form 635, or form 635-C, or form 630, or form 640, or form 615).</i> <i>2. When this code is used, BGN06 is REQUIRED and MUST contain the unique number of the previously transmitted transaction set.</i> <i>3. The unique number of the previously transmitted transaction set was carried in BGN02 of that transmission.</i>	M ID 2/2
M	BGN02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier <i>Use this data element to provide a unique number that can be used to identify this transmission in future communications between the submitter and receiver of this transaction set. This number is different than the number that is contained in ST02.</i>	M AN 1/50
M	BGN03	373	Date Date expressed as CCYYMMDD <i>Use this data element to identify the transmission date of this transaction set.</i>	M DT 8/8
	BGN04	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-	X TM 4/8

59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

This data element may be used to identify the time of the transmission. Identify the time as local time in HHMM format.

Not Used	BGN05	623	Time Code	O ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	
	BGN06	127	Reference Identification	O AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
			<i>Use this data element to identify the unique reference number of a previously transmitted 113 transaction set. The unique reference number of the previously transmitted 113 transaction set was cited in BGN02 of that transmission. This data element is REQUIRED when BGN01 cites code CO.</i>	
	BGN07	640	Transaction Type Code	O ID 2/2
			Code specifying the type of transaction	
			<i>Use this data element is REQUIRED when BGN01 is code 00 to identify the nature of the data contained within this transaction set.</i>	
			ED	Lobbyist Filing
Not Used	BGN08	306	Action Code	O ID 1/2
			Code indicating type of action	
Not Used	BGN09	786	Security Level Code	O ID 2/2
			Code indicating the level of confidentiality assigned by the sender to the information following	

Segment:	NM1 Individual or Organizational Name
Position:	0700
Loop:	NM1 Optional
Level:	Heading
Usage:	Optional
Max Use:	1
Purpose:	To supply the full name of an individual or organizational entity
Syntax Notes:	1 If either NM108 or NM109 is present, then the other is required. 2 If NM111 is present, then NM110 is required.
Semantic Notes:	1 NM102 qualifies NM103.
Comments:	1 NM110 and NM111 further define the type of entity in NM101.
Notes:	<i>Use this segment to identify the "from" and "to" entities of this submission.</i>

Data Element Summary					
	Ref.	Data	Name	Attributes	
	Des.	Element			
M	NM101	98	Entity Identifier Code	M ID 2/3	
Code identifying an organizational entity, a physical location, property or an individual					
<i>Use this segment to qualify the entity identified in the following data elements.</i>					
			FR	Message From	
<i>Use this code to indicate the entity submitting the data.</i>					
			TO	Message To	
<i>Use this code to indicate the entity that is to receive the data.</i>					
M	NM102	1065	Entity Type Qualifier	M ID 1/1	
Code qualifying the type of entity					
<i>Use this data element to identify the entity qualified in NM101 as a person, a government entity, or an entity other than an individual or government entity.</i>					
			1	Person	
<i>Use this code to indicate an individual.</i>					
			2	Non-Person Entity	
			G	Government	
Must Use	NM103	1035	Name Last or Organization Name	O AN 1/60	
Individual last name or organizational name					
<i>1. Use this data element to provide the name of an entity.</i>					
<i>2. When NM102 is code 1 and the person has a moniker (nickname), use the 2/N2/0800 segment to provide the moniker.</i>					
<i>3. When NM102 is code 2 or G, and the name of the is greater than 60 characters, use the 1/N2/0800 segment to provide the balance of the name.</i>					
	NM104	1036	Name First	O AN 1/35	
Individual first name					
	NM105	1037	Name Middle	O AN 1/25	
Individual middle name or initial					
	NM106	1038	Name Prefix	O AN 1/10	
Prefix to individual name					
	NM107	1039	Name Suffix	O AN 1/10	
Suffix to individual name					
Not Used	NM108	66	Identification Code Qualifier	X ID 1/2	
Code designating the system/method of code structure used for Identification Code (67)					
Not Used	NM109	67	Identification Code	X AN 2/80	

Not Used	NM110	706	Code identifying a party or other code Entity Relationship Code	X	ID 2/2
			Code describing entity relationship		
Not Used	NM111	98	Entity Identifier Code	O	ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual		

Segment:	N2	Additional Name Information
Position:	0800	
Loop:	NM1	Optional
Level:	Heading	
Usage:	Optional	
Max Use:	2	
Purpose:	To specify additional names	
Syntax Notes:		
Semantic Notes:		
Comments:		
Notes:	<p><i>1. When NM102 is code 1, and the person has a moniker (nickname), use this segment to provide the moniker.</i></p> <p><i>2. When NM102 in the 1/NM1/0700 segment is code 6 or G, use this segment to provide the balance of a committee or government organization name that is greater than 60 characters.</i></p>	

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N201	93	Name Free-form name	M AN 1/60
			<p><i>1. When providing a moniker, insert a space after the moniker and cite the numeric 1, 2, or 3.</i></p> <p><i>1 = moniker is before the first name</i> <i>2 = moniker is between the first and middle name</i> <i>3 = moniker is between the middle and last name</i></p>	
	N202	93	Name Free-form name	O AN 1/60

Segment: **HL** Hierarchical Level
Position: 0100
Loop: HL Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Purpose: To identify dependencies among and the content of hierarchically related groups of data segments

Syntax Notes:

Semantic Notes:

- Comments:**
- 1 The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to line-item data.
The HL segment defines a top-down/left-right ordered structure.
 - 2 HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
 - 3 HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
 - 4 HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
 - 5 HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

Notes: *This HL loop illustrates the submission of data required by California Form 635, Report of Lobbying Firm.*

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	HL01	628	Hierarchical ID Number A unique number assigned by the sender to identify a particular data segment in a hierarchical structure <i>Use this data element to provide a unique number that can identify each HL loop. It is recommended that the first HL loop be identified by the number 1 in this data element and that each successive HL loop be incremented by 1.</i>	M AN 1/12
Not Used	HL02	734	Hierarchical Parent ID Number Identification number of the next higher hierarchical data segment that the data segment being described is subordinate to	O AN 1/12
M	HL03	735	Hierarchical Level Code Code defining the characteristic of a level in a hierarchical structure <i>1. This data element is used to identify the type of data that is being transmitted within the current HL loop.</i> <i>2. Each of the listed codes MUST be used only one time.</i> 4 Group <i>1. Use this code to indicate partners, owners, officers or employees whose Lobbyist Reports (form 615) are submitted concurrent with form 635.</i> <i>2. When this code is used, the 2/NM1/0700 loop MUST be used to identify all of the applicable entities.</i> EB Filer <i>1. Use this code to indicate that the data which follows in this HL loop is applicable to the entity that is submitting the data contained in this form 635.</i>	M ID 1/2

Not Used	HL04	736	EF	Expenditures	<p><i>2. When this code is used, the 2/NM1/0700 loop MUST be used to identify the filer and all associated entities, and the 2/AWD/2700 loop MUST be used to provide summary amounts.</i></p> <p><i>1. Use this code to indicate data related to payments made in connection with lobbying activities is being provided.</i></p> <p><i>2. When this code is used, the 2/NM1/0700 loop MUST be used to identify all of the payees, and the 2/AWD/2700 loop MUST be used to identify applicable amounts.</i></p>
				RP	Report
				ZZ	Mutually Defined
					<p><i>1. Use this code to indicate data related to contributions made is being provided.</i></p> <p><i>2. When this code is used, the 2/NM1/0700 loop MUST be used to identify all of the recipients of a contribution, and the 2/AWD/2700 loop MUST be used to identify applicable amounts.</i></p>

Segment:	N9	Reference Identification
Position:	0200	
Loop:	N9	Optional (Must Use)
Level:	Detail	
Usage:	Optional (Must Use)	
Max Use:	1	
Purpose:	To transmit identifying information as specified by the Reference Identification Qualifier	
Syntax Notes:	1	At least one of N902 or N903 is required.
	2	If N906 is present, then N905 is required.
	3	If either C04003 or C04004 is present, then the other is required.
	4	If either C04005 or C04006 is present, then the other is required.
Semantic Notes:	1	N906 reflects the time zone which the time reflects.
	2	N907 contains data relating to the value cited in N902.
Comments:		
Notes:	<p><i>When HL03 in the 2/HL/0100 segment is code RP, use of this segment is REQUIRED to identify the number of the form that is being submitted; and the original or amended filing identification number.</i></p>	

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N901	128	Reference Identification Qualifier	M ID 2/3
			Code qualifying the Reference Identification	
			FQ	Form Number
				<i>Use this code to indicate the number of the form that is being transmitted, i.e., F635.</i>
			O8	Original Filing
				<i>When BGN01 in the 1/BGN/0200 segment cites code 00, use of this code is REQUIRED to identify the original filing number. When this code is used, always cite 000 in N902. If the required number is not provided, the Secretary of State's office will reject the filing of the form 635.</i>
			OJ	Amendment Filing
				<i>When BGN01 in the 1/BGN/0200 segment is code CO, use of this code is REQUIRED to indicate the filing amendment number. When this code is used, the first amended filing should cite 001. Subsequent amended filings should increment the amended filing number by 1, e.g., 002, 003, etc. If the required number is not provided, the Secretary of State's office will reject the filing of the amended form 635.</i>
	N902	127	Reference Identification	X AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
Not Used	N903	369	Free-form Description	X AN 1/45
			Free-form descriptive text	
Not Used	N904	373	Date	O DT 8/8
			Date expressed as CCYYMMDD	
Not Used	N905	337	Time	X TM 4/8
			Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	
Not Used	N906	623	Time Code	O ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a	

Not Used	N907	C040	restricted character, + and - are substituted by P and M in the codes that follow Reference Identifier	O
Not Used	C04001	128	To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier Reference Identification Qualifier	M ID 2/3
Not Used	C04002	127	Code qualifying the Reference Identification Reference Identification	M AN 1/50
Not Used	C04003	128	Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Reference Identification Qualifier	X ID 2/3
Not Used	C04004	127	Code qualifying the Reference Identification Reference Identification	X AN 1/50
Not Used	C04005	128	Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Reference Identification Qualifier	X ID 2/3
Not Used	C04006	127	Code qualifying the Reference Identification Reference Identification	X AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	

Segment: **DTM** Date/Time Reference
Position: 0300
Loop: N9 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:

Comments:

Notes:

*When N901 in the 2/N9/0200 segment is code FQ, use of this segment is **REQUIRED** to identify the reporting period and the cumulative period beginning date for the data contained in form 635.*

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	DTM01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time <i>Use this data element to cite a code that qualifies the date identified in DTM02.</i> 090 Report Start <i>Use this code to indicate the cumulative period beginning date.</i> 193 Period Start <i>Use this code to indicate the "from" date for a reporting period.</i> 194 Period End <i>Use this code to indicate the "through" date for a reporting period.</i>	M ID 3/3
	DTM02	373	Date Date expressed as CCYYMMDD <i>Use this data element to identify the date applicable to the qualifier code cited in DTM01.</i>	X DT 8/8
Not Used	DTM03	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	DTM04	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	DTM05	1250	Date Time Period Format Qualifier Code indicating the date format, time format, or date and time format	X ID 2/3
Not Used	DTM06	1251	Date Time Period Expression of a date, a time, or range of dates, times or dates and times	X AN 1/35

Segment: LQ Industry Code
Position: 0500
Loop: N9 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: Code to transmit standard industry codes
Syntax Notes: 1 If LQ01 is present, then LQ02 is required.
Semantic Notes:
Comments:
Notes:

1. When N901 in the 2/N9/0200 segment is code FQ, use this segment twice to identify the type of report that is being filed and whether or not campaign contributions were made during the reporting period.
2. The type of report and whether contributions were or were not made are identified by a code contained in the California Lobbyist Report Code List which is maintained by the Office of the Secretary of State.
3. All codes contained in the California Lobbyist Code List have the following structure: Two numeric characters to identify a section in the code list, followed by a hyphen, followed by 1, 2, or 3, alpha/numeric characters.

Data Element Summary

Ref.	Data		
Des.	Element	Name	Attributes
LQ01	1270	Code List Qualifier Code	O ID 1/3
		Code identifying a specific industry code list	
		Use this data element to identify the code list that contains the code specified in LQ02.	
		ECU	California Lobbyist Report Codes
LQ02	1271	Industry Code	X AN 1/30
		Code indicating a code from a specific industry code list	
		1. Use this data element to identify the type of report by entering a code from section 03 of the California Lobbyist Report Code List.	
		2. Also, use this data element to specify whether or not contributions were made during this report period by entering a code from section 02 of the California Lobbyist Report Code List.	

Segment: **MTX** Text

Position: 0600

Loop: N9 Optional (Must Use)

Level: Detail

Usage: Optional

Max Use: >1

Purpose: To specify textual data

Syntax Notes:

- 1 If MTX01 is present, then MTX02 is required.
- 2 If MTX03 is present, then MTX02 is required.
- 3 If MTX05 is present, then MTX04 is required.

Semantic Notes:

- 1 MTX05 is the number of lines to advance before printing.

Comments:

- 1 If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.

Notes:

1. *Use this segment to provide additional text information related to the report being filed.*
2. *The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set.*
3. *This implementation convention limits the use of this segment to one time which allows for 4096 characters of text. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.*

Data Element Summary

Ref.	Des.	Data Element	Name	Attributes
MTX01		363	Note Reference Code	O ID 3/3
			Code identifying the functional area or purpose for which the note applies	
			REP Report	
	MTX02	1551	Message Text	X AN 1/4096
			To transmit large volumes of message text	
Not Used	MTX03	1551	Message Text	O AN 1/4096
			To transmit large volumes of message text	
Not Used	MTX04	934	Printer Carriage Control Code	X ID 2/2
			A field to be used for the control of the line feed of the receiving printer	
Not Used	MTX05	1470	Number	O N0 1/9
			A generic number	
Not Used	MTX06	819	Language Code	O ID 2/3
			Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	

Segment:	NM1 Individual or Organizational Name
Position:	0700
Loop:	NM1 Optional (Must Use)
Level:	Detail
Usage:	Optional (Must Use)
Max Use:	1
Purpose:	To supply the full name of an individual or organizational entity
Syntax Notes:	1 If either NM108 or NM109 is present, then the other is required. 2 If NM111 is present, then NM110 is required.
Semantic Notes:	1 NM102 qualifies NM103.
Comments:	1 NM110 and NM111 further define the type of entity in NM101.
Notes:	1. When HL03 in the 2/HL/0100 segment is code EB, use this segment to identify the entity filing form 635 and the signer of the form 635. 2. When HL03 is code EF, use this segment as many times as necessary to identify all payees (including lobbying firms who are subcontractors to the filer and credit card companies) and associated entities (party benefiting from a payment to a payee; a client on whose behalf a lobbying firm was retained; or a vendor who received distributed payments from a credit card company). 4. When HL03 is code 4, use this segment as many times as necessary to identify all partners, owners, officers or employees, whose Lobbyist Reports (form 615) are submitted concurrent with form 635. 5. When HL03 is code ZZ, use this segment as many times as necessary to identify all recipients of contributions and to identify the committee who reported contributions in a campaign disclosure statement, if applicable. 6. Each entity identified in NM101 that is associated with another entity (e.g., party benefiting from a payment to a payee; a client on whose behalf a subcontractor lobbying firm was retained; a client of an employer who is another lobbying firm; or a vendor paid by a credit card company, etc.), MUST be assigned a cross reference number in the 2/N9/1200 segment. The cross reference number will link entities, therefore MUST be unique and the same for each group of related entities. Cite code 6O in N901 and provide the cross reference number in N902.

Data Element Summary

<u>Ref.</u>	<u>Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	NM101	98	Entity Identifier Code	M ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual	
			<i>Use this segment to qualify the entity identified in the following data elements.</i>	
		40	Receiver	1. When HL03 in the 2/HL/0100 segment is code ZZ, use this code to indicate a recipient of a contribution. 2. When this code is used, NM102 may cite code 1, 2, or 6; and the 2/AWD/2700 segment should be used to provide the contribution amount. 3. When this code is used and NM102 is code 6, NM108/09 should be used to provide a state assigned identification number.
		EAF	Committee	1. When HL03 in the 2/HL/0100 segment is code ZZ, use this code to indicate the committee that reported contributions in a campaign disclosure statement, that are NOT INCLUDED in this report, if applicable.

EAR

2. When this code is used, NM102 should cite code 6 and NM108/09 should be used to provide a state assigned identification number.

Lobbying Firm

1. When HL03 in the 2/HL/0100 segment is code EF, use this code to indicate a lobbying firm to whom payments were made in conjunction with lobbying activities or a lobbying firm who has been authorized to lobby on the filer's behalf.

EAW

2. When this code is used, NM102 should cite code 2, and, if payments were made, the 2/AWD/2700 segment should be used to provide applicable amounts.

Party to Benefit

1. When HL03 in the 2/HL/0100 segment is code EF and NM101 is code PE or VN, use this code to indicate a reportable party who benefited from a payment or incurred expense.

2. When this code is used, NM102 should cite code 1, the 2/N9/1200 segment MUST be used to provide a cross reference number, the 2/TPB/1600 segment should be used to identify the official position of the entity, and the 2/AWD/2700 segment should be used to provide the benefit amount.

FN

Filer Name

1. When HL03 in the 2/HL/0100 segment is code EB, use of this code is REQUIRED to indicate the entity submitting the data.

2. When this code is used, NM102 should cite code 1 or 2 and the following MUST be used: the 2/N9/1200 segment to provide a Secretary of State assigned electronic filer identification number and to identify the legislative bills and/or administrative actions actively lobbied during the period; and the 2/AWD/2700 loop to provide summary amounts and non-itemized payment amounts.

3. If the filer is signing the form 635, the following segments MUST be used to provide a PIN number that represents the entity's signature, a date of the signature, the location where the document was signed, the title of the entity, and a verification statement: 2/N9/1200, 2/DTM/1300, 2/NX2/1400, 2/TPB/1600, and 2/LQ/2100.

4. When this code is used, another iteration of the NMI segment may be necessary to identify the agency associated with a state administrative action lobbied item.

GW

Group

1. When HL03 in the 2/HL/0100 segment is code 4, use this code to indicate an owner, employee, partner or officer whose Lobbyist Report (form 615) is submitted concurrent with form 635.

2. When this code is used, NM102 should cite code 1, the 2/TPB/1600 segment should be used to identify the

PE	<p><i>title of the entity.</i></p> <p>Payee</p> <p><i>1. When HL03 in the 2/HL/0100 segment is code EF, use this code to indicate the payee of a payment made or expense incurred in conjunction with lobbying activities. If multiple payments were made to the same payee, use a separate NM1 loop for each payment, repeating the name and address of the payee each time and identify the related amount in the 2/AWD/2700 loop.</i></p> <p><i>2. When this code is used, additional iterations of this NM1 segment are REQUIRED, with NM101 citing code EAW, to identify the reportable person who benefited from the payment or incurred expense.</i></p> <p><i>3. When this code is used, NM102 may cite code 1 or 2, the 2/N9/1200 segment MUST be used to provide a cross reference number and 2/AWD/2700 loop MUST be used to provide the amount of the payment or incurred expense.</i></p>
UZ	<p>Signer</p> <p><i>1. When HL03 in the 2/HL/0100 segment is code EB, use this code to indicate the entity signing the form 635</i></p> <p><i>2. When this code is used, NM102 should cite code 1, and the following segments MUST be used to provide a PIN number that represents the entity's signature, a date of the signature, the location where the document was signed, the title of the entity, and a verification statement: 2/N9/1200, 2/DTM/1300, 2/NX2/1400, 2/TPB/1600, and 2/LQ/2100.</i></p>
VN	<p>Vendor</p> <p><i>1. When HL03 in the 2/HL/0100 segment is code EF and NM101 is code XA, use this code to indicate the vendor who ultimately received payment through a credit card company.</i></p> <p><i>2. When this code is used, NM102 may be code 1 or 2, additional iterations of this NM1 segment are REQUIRED with NM101 citing code EAW to identify the reportable person who benefited from the payment or incurred expense, the 2/N9/1200 segment MUST be used to provide a cross reference number, and the 2/AWD/2700 loop should be used to identify the portion of credit card payment received by the vendor or the amount charged on a credit card applicable to the vendor.</i></p>
XA	<p>Creditor</p> <p><i>1. When HL03 in the 2/HL/0100 segment is code EF, use this code to indicate the name of the credit card company to which payment was made or an incurred expense was charged.</i></p> <p><i>2. When this code is used, additional iterations of this NM1 segment are REQUIRED with NM101 citing code VN, to identify the vendors who ultimately received payment from the credit card company.</i></p>

			3. When this code is used, NM101 should cite code 2, the 2/N9/1200 segment MUST be used to provide a cross reference number, and the 2/AWD/2700 segment should be used to provide the amount of the payment or incurred expense.	
M	NM102	1065	Entity Type Qualifier	M ID 1/1
			Code qualifying the type of entity	
			<i>Use this data element to identify the entity qualified in NM101 as an individual, a committee, or an entity other than a person or committee.</i>	
			1	Person
			<i>Use this code to indicate an individual.</i>	
			2	Non-Person Entity
			<i>Use this code to indicate an entity other than an individual or committee.</i>	
			6	Organization
			<i>Use this code to indicate a committee.</i>	
Must Use	NM103	1035	Name Last or Organization Name	O AN 1/60
			Individual last name or organizational name	
			1. Use of this data element is REQUIRED to provide the name of an entity.	
			2. When NM102 is code 1 and the person has a moniker (nickname), use the 2/N2/0800 segment to provide the moniker.	
			3. When NM102 is code 2 or 6 and the name of the entity or committee is greater than 60 characters, use the 2/N2/0800 segment to provide the balance of the name.	
	NM104	1036	Name First	O AN 1/35
			Individual first name	
	NM105	1037	Name Middle	O AN 1/25
			Individual middle name or initial	
	NM106	1038	Name Prefix	O AN 1/10
			Prefix to individual name	
	NM107	1039	Name Suffix	O AN 1/10
			Suffix to individual name	
	NM108	66	Identification Code Qualifier	X ID 1/2
			Code designating the system/method of code structure used for Identification Code (67)	
			<i>When NM101 is code EAF or code 40 and NM102 is code 6, use this data element to qualify the identification number in NM109.</i>	
			75	State or Province Assigned Number
			<i>Use this code to indicate the state assigned committee identification number.</i>	
	NM109	67	Identification Code	X AN 2/80
			Code identifying a party or other code	
			<i>Use this data element to provide the state assigned committee identification number.</i>	
Not Used	NM110	706	Entity Relationship Code	X ID 2/2
			Code describing entity relationship	
Not Used	NM111	98	Entity Identifier Code	O ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual	

Segment: N2 Additional Name Information
Position: 0800
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify additional names
Syntax Notes:
Semantic Notes:
Comments:
Notes:

1. When NM102 is code 1, and the person has a moniker (nickname), use this segment to provide the moniker.
2. When NM102 is code 2 or 6, use this segment to provide the balance of an organization name that is greater than 60 characters.

Data Element Summary

Ref.	Data		
Des.	Element	Name	Attributes
M	N201	93 Name	M AN 1/60
		Free-form name	
		1. When providing a moniker, insert a space after the moniker and cite the numeric 1, 2, or 3.	
		1 = moniker is before the first name 2 = moniker is between the first and middle name 3 = moniker is between the middle and last name	
	N202	93 Name	O AN 1/60
		Free-form name	

Segment: N3 Address Information
Position: 0900
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes:

Use this segment to provide address information, e.g., a street number and name, a P.O. box number, an apartment number, a room number, etc., applicable to the entity identified in the 2/NM1/0700 segment.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N301	166	Address Information Address information	M AN 1/55
	N302	166	Address Information Address information	O AN 1/55

Segment:	N4 Geographic Location
Position:	1000
Loop:	NM1 Optional (Must Use)
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To specify the geographic place of the named party
Syntax Notes:	1 Only one of N402 or N407 may be present. 2 If N406 is present, then N405 is required. 3 If N407 is present, then N404 is required.
Semantic Notes:	
Comments:	1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location. 2 N402 is required only if city name (N401) is in the U.S. or Canada.
Notes:	<i>Use this segment to provide the city, state, and zip code portion of the address applicable to the entity identified in the 2/NM1/0700 segment.</i>

Data Element Summary				
	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
	N401	19	City Name	O AN 2/30
			Free-form text for city name	
	N402	156	State or Province Code	X ID 2/2
			Code (Standard State/Province) as defined by appropriate government agency	
Must Use	N403	116	Postal Code	O ID 3/15
			Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	
			<i>This data element MUST be used to provide a ZIP code.</i>	
Not Used	N404	26	Country Code	X ID 2/3
			Code identifying the country	
Not Used	N405	309	Location Qualifier	X ID 1/2
			Code identifying type of location	
Not Used	N406	310	Location Identifier	O AN 1/30
			Code which identifies a specific location	
Not Used	N407	1715	Country Subdivision Code	X ID 1/3
			Code identifying the country subdivision	

Segment: **PER Administrative Communications Contact**
Position: 1100
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes:

- 1 If either PER03 or PER04 is present, then the other is required.
- 2 If either PER05 or PER06 is present, then the other is required.
- 3 If either PER07 or PER08 is present, then the other is required.

Semantic Notes:

Comments:

Notes:

When NM101 in the 2/NM1/0700 segment is code FN, use this segment to provide up to 3 communication numbers.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	PER01	366	Contact Function Code Code identifying the major duty or responsibility of the person or group named <i>Use this data element to qualify the party associated with the communication numbers provided in the following data elements.</i> IC Information Contact	M ID 2/2
Not Used	PER02	93	Name Free-form name	O AN 1/60
	PER03	365	Communication Number Qualifier Code identifying the type of communication number TE Telephone	X ID 2/2
	PER04	364	Communication Number Complete communications number including country or area code when applicable <i>The telephone number shall be transmitted as a continuous number. Include the area code and extension, if applicable. Concatenate the letter X plus the extension at the end of the number, e.g., 7035551212X123.</i>	X AN 1/256
	PER05	365	Communication Number Qualifier Code identifying the type of communication number EM Electronic Mail <i>Use to indicate an e-mail address.</i>	X ID 2/2
	PER06	364	Communication Number Complete communications number including country or area code when applicable	X AN 1/256
	PER07	365	Communication Number Qualifier Code identifying the type of communication number FX Facsimile	X ID 2/2
	PER08	364	Communication Number Complete communications number including country or area code when applicable	X AN 1/256
Not Used	PER09	443	Contact Inquiry Reference Additional reference number or description to clarify a contact number	O AN 1/20

Segment:	N9 Reference Identification
Position:	1200
Loop:	NM1 Optional (Must Use)
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To transmit identifying information as specified by the Reference Identification Qualifier
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of N902 or N903 is required. 2 If N906 is present, then N905 is required. 3 If either C04003 or C04004 is present, then the other is required. 4 If either C04005 or C04006 is present, then the other is required.
Semantic Notes:	<ol style="list-style-type: none"> 1 N906 reflects the time zone which the time reflects. 2 N907 contains data relating to the value cited in N902.
Comments:	
Notes:	<ol style="list-style-type: none"> 1. When NM101 in the 2/NM1/0700 segment is code FN, also use this segment to provide a Secretary of State assigned electronic filer identification number and to identify legislative bills actively lobbied during the period. If the filer is signing the form 635, also use this segment to provide a Personal Identification Number (PIN) that represents the entity's verification and signature of the form 635. 2. When N101 is code UZ, use this segment to provide a Personal Identification Number (PIN) that represents the entity's verification and signature of the form 635. 3. When NM101 is code 36, EAR, EAW, PE, VN, or XA, use of this segment is REQUIRED to provide a cross reference number that associates one entity to another. The cross reference number MUST be unique and the same for each group of related entities.

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
N901	128	Reference Identification Qualifier	M ID 2/3
Code qualifying the Reference Identification			
<i>Use this data element to qualify the number cited in N902.</i>			
M	1W	Member Identification Number	
		<i>Use this code to indicate the Secretary of State assigned electronic filer identification number.</i>	
	4A	Personal Identification Number (PIN)	
	6O	Cross Reference Number	
		<i>Use this code to indicate a cross reference number that is used to associate entities identified in the 2/NM1/0700 segment.</i>	
	AAW	Agency Assigned Number	
		<i>1. When NM101 is code FN, use this code to indicate the state administrative action actively lobbied during the period.</i>	
		<i>2. Identify the item lobbied in N902 as a number, e.g., AB75, or as text.</i>	
		<i>3. When this code is used, identify the state agency or department in N903.</i>	
	ECC	Legislative Identification Number	
		<i>1. When NM101 is code FN, use this code to indicate the legislative bill actively lobbied during the period.</i>	
		<i>2. Identify the item lobbied in N902 as a number, e.g., SB117, or as text.</i>	

	N902	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
	N903	369	Free-form Description	X	AN 1/45
			Free-form descriptive text		
			<i>When N901 is code AAW, use this data element to identify the state agency or department associated with the administrative action that was lobbied.</i>		
Not Used	N904	373	Date	O	DT 8/8
			Date expressed as CCYYMMDD		
Not Used	N905	337	Time	X	TM 4/8
			Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)		
Not Used	N906	623	Time Code	O	ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow		
Not Used	N907	C040	Reference Identifier	O	
			To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier		
Not Used	C04001	128	Reference Identification Qualifier	M	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04002	127	Reference Identification	M	AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
Not Used	C04003	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04004	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
Not Used	C04005	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04006	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		

Segment: **DTM** **Date/Time Reference**
Position: 1300
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:

Comments:

Notes:

When N901 in the 2/N9/1200 segment is code 4A, use this segment to identify the date the form 635 was signed.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	DTM01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time EDE Executed <i>Use this code to indicate the date the form 635 was signed.</i>	M ID 3/3
	DTM02	373	Date Date expressed as CCYYMMDD	X DT 8/8
Not Used	DTM03	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	DTM04	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	DTM05	1250	Date Time Period Format Qualifier Code indicating the date format, time format, or date and time format	X ID 2/3
Not Used	DTM06	1251	Date Time Period Expression of a date, a time, or range of dates, times or dates and times	X AN 1/35

Segment: **NX2** Location ID Component
Position: 1400
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To define types and values of a geographic location
Syntax Notes:
Semantic Notes:
Comments:
Notes:

When N901 in the 2/N9/1200 segment cites code 4A, use this segment to identify the location where the form 635 was signed.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	NX201	1106	Address Component Qualifier Code qualifying the type of address component 17 Unstructured City and State	M ID 2/2
M	NX202	166	Address Information Address information <i>Use this segment to identify the city and state where the form 635 was signed. The full name of the city, followed by a comma, followed by the 2 position state code is preferred.</i>	M AN 1/55
Not Used	NX203	1096	County Designator Code identifying the county within a state	O ID 5/5

Segment:	TPB Business Professional Title
Position:	1600
Loop:	NM1 Optional (Must Use)
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To identify title of an individual within a company
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of TPB01 or TPB02 is required. 2 If TPB03 is present, then TPB01 is required. 3 If TPB04 is present, then TPB03 is required.
Semantic Notes:	<ol style="list-style-type: none"> 1 TPB02 is free-form description of the title.
Comments:	
Notes:	

1. When NM101 in the 2/NM1/0700 segment is code FN or UZ, as applicable, use this segment to identify the title of the entity signing the form 635.
2. When NM101 is code GW, use this segment to identify the title of the entity.
3. When NM101 is code EAW, use this segment to identify the official position of the benefiting party.

Data Element Summary			
Ref.	Data	Name	Attributes
Des.	Element		
TPB01	1634	Business Professional Title Code	X ID 1/3
		Code identifying title of an individual within a business	
		<i>Use one of the listed codes to specify the title. When code 1O is selected, identify the title in text in TPB02.</i>	
		6	Assistant Treasurer
		7	Assistant Vice President
		9	Attorney
		1E	Manager
		1K	Member of the Board of Directors
		1O	Other Title
		1P	Owner
		1Q	Partner
		1S	President
		2B	Senior Vice President
		2E	Treasurer
		2H	Vice President
		N	Comptroller
		W	General Counsel
TPB02	933	Free-Form Message Text	X AN 1/264
		Free-form message text	
		<i>When TPB01 is code 1O, use this data element to identify the title.</i>	
Not Used	TPB03	Agency Qualifier Code	X ID 2/2
		Code identifying the agency assigning the code values	
Not Used	TPB04	Source Subqualifier	O AN 1/15
		A reference that indicates the table or text maintained by the Source Qualifier	

Segment: **LQ** **Industry Code**
Position: 2100
Loop: LQ Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: Code to transmit standard industry codes
Syntax Notes: 1 If LQ01 is present, then LQ02 is required.
Semantic Notes:
Comments:
Notes:

1. When NM101 in the 2/NM1/0700 segment is code UZ, use this segment to provide a verification statement.
2. The verification statement is identified by codes contained in the California Lobbyist Report Code List which is maintained by the Office of the Secretary of State.
4. All codes contained in the California Lobbyist Report Code List have the following structure: Two numeric characters to identify a section in the code list, followed by a hyphen, followed by 1, 2, or 3, alpha/numeric characters.

Data Element Summary

Ref.	Data		
Des.	Element	Name	Attributes
LQ01	1270	Code List Qualifier Code	O ID 1/3
		Code identifying a specific industry code list	
		<i>Use this data element to identify the code list that contains the code specified in LQ02.</i>	
		ECU	California Lobbyist Report Codes
LQ02	1271	Industry Code	X AN 1/30
		Code indicating a code from a specific industry code list	
		<i>When NM101 is code UZ, enter a code from section 01 of the California Lobbyist Report Code List.</i>	

Segment:	AWD Amount with Description
Position:	2700
Loop:	AWD Optional
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To specify a code and/or description with an associated amount
Syntax Notes:	1 Only one of AWD02 or AWD03 may be present. 2 At least one of AWD02 or AWD03 is required.
Semantic Notes:	1 AWD03 is used when information source provides non-numeric values.
Comments:	
Notes:	<p>1. When NM101 in the 2/NM1/0700 segment is code FN, use this segment to provide summary payment amounts for the form 635.</p> <p>2. When NM101 is code EAR, PE or XA, use this segment to provide the amount paid or expense incurred.</p> <p>3. When NM101 is code EAW, use this segment to provide the benefit amount.</p> <p>4. When NM101 is code VN, use this segment to provide the portion of a credit card payment received by a vendor or the amount charged on a credit card applicable to a vendor.</p> <p>5. When NM101 is code 40, use this segment to provide the contribution amount.</p> <p>6. When NM101 is code 40, EAR, EAW, PE, VN, or XA, each monetary transaction MUST be assigned a PERMANENT and UNIQUE monetary transaction identifier in the 2/N9/3100 segment by citing code TN in N901. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction and MUST be consistently used on all schedules and amendments for the same monetary transaction.</p> <p>7. This segment is used to identify a monetary amount in AWD02 and to qualify the amount by means of several codes cited in the composite data element AWD01. The receiving application must search each sub-data element in AWD01 to insure that the amount is properly identified. The following combination of codes should be used in AWD01 (AWD01-01 through AWD01 - 09) to qualify the following amounts:</p> <p>Form 635 Part I SUMMARY PAYMENT AMOUNTS (amounts applicable when NM101 is code FN)</p> <p>Summary Line A: Total Payments to In-House Employee Lobbyists AWD01-01 code QZ AWD01-03 code 8</p> <p>Summary Line B: Total Payments to Lobbyists Firms AWD01-01 code EBZ AWD01-03 code 8</p> <p>Summary Line C: Total Activity Payments AWD01-01 code FS AWD01-03 code 8</p> <p>Summary Line D: Total Other Payment to Influence AWD01-01 code TP</p> <p>Summary Grand Total: AWD01-01 code ECU</p>

Summary Line E: Total Payment in Connection with PUC Activities:
AWD01-01 code ECR

Form 635 Part III A - Payments to In-House Employee Lobbyists
(amounts applicable when NM101 is code FN)

Amount this Period:
AWD01-01 code QZ
AWD01-05 code ED

Cumulative Total to Date:
AWD01-01 code QZ
AWD01-03 code 2
AWD01-05 code EE

Form 635 Part III B - Payments to Lobbying Firms

Amounts applicable when NM101 is code EAR

Fees and Retainers:	Reimbursements of Expenses:
AWD01-01 code FE	AWD01-01 code ECH

Advances or Other Payments:
AWD01-01 code PQ

Total This Period:	Cumulative Total to Date:
AWD01-01 code EBZ	AWD01-01 code EBZ
AWD01-03 code 8	AWD01-03 code 2
AWD01-05 code ED	AWD01-05 code EE

Amounts applicable when NM101 is code FN

Total this Period
AWD01-01 code EBZ
AWD01-03 code 8

Form 635 Part III C - Activity Expenses

Amounts applicable when NM101 is code PE or XA.

Total Amount of Activity:
AWD01-01 code FS

Amounts applicable when NM101 is code EAW.

Benefit Amount:
AWD01-01 code B1

Amounts applicable when NM101 is code VN.

Attributed Amount:
AWD01-01 code FS
AWD01-09 code 05-A3

Amount applicable when NM101 is code FN

Total Section C:
AWD01-01 code FS
AWD01-03 code 8

Form 635 Part III D - Other Payments to Influence Legislative or Administrative Action

(amounts applicable when NM101 is code FN)

Part III D1

Payments to Lobbying Coalitions:

AWD01-01 code YW

Part III D2
Other Payments:
AWD01-01 code D

Total Other Payments to Influence:
AWD01-01 code TP

Form 635 Part III E - Payments in Connection with Administrative Testimony in
Ratemaking Proceedings Before the California Public Utilities Commission
(amounts applicable when NM101 is code FN)

AWD01-01 code ECR

Form 635 Part IV - Campaign Contributions Made.
(amounts applicable when NM101 is code 40)

Amount:
AWD01-01 code 93

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	AWD01	C007	Amount Qualifying Description To qualify an amount <i>Use this composite data element to provide multiple qualifies that identify the amount cited in AWD02.</i>	M
M	C00701	522	Amount Qualifier Code Code to qualify amount 93 Contribution B1 Benefit Amount D Payor Amount Paid <i>Use this code to indicate Other Payments.</i> EBZ Payment ECH Reimbursed Amount <i>Use this code to indicate Reimbursement of Expenses.</i> ECR Utilities Expenses <i>Use this code to indicate Total Payments in Connection with PUC Activities.</i> ECU Grand Total FE Fee <i>Use this code to indicate Fees and Retainers.</i> FS Expense <i>Use this code to indicate Activity Expenses.</i> PQ Advance Amount <i>Use this code to indicate Advances and Other Payments.</i> QZ Payment Amount <i>Use this code to indicate Payments to In-House Employee Lobbyist.</i> TP Total payment amount <i>Use this code to indicate Total Other Payments to Influence.</i> YW Paid <i>Use this code to indicate payments to Lobbying Coalitions.</i>	M ID 1/3
Not Used	C00702	522	Amount Qualifier Code	O ID 1/3

	C00703	1638	Code to qualify amount Value Detail Code	O ID 1/1
			Code identifying extent of an amount or quantity	
			2 Cumulative	
			8 Total	
Not Used	C00704	935	Measurement Significance Code	O ID 2/2
			Code used to benchmark, qualify or further define a measurement value	
	C00705	344	Unit of Time Period or Interval	O ID 2/2
			Code indicating the time period or interval	
			ED This Period	
			EE To Date	
Not Used	C00706	1637	Net/Gross Code	O ID 1/1
			Code indicating whether monetary values are net or gross	
Not Used	C00707	935	Measurement Significance Code	O ID 2/2
			Code used to benchmark, qualify or further define a measurement value	
Not Used	C00708	352	Description	O AN 1/80
			A free-form description to clarify the related data elements and their content	
	C00709	1271	Industry Code	O AN 1/30
			Code indicating a code from a specific industry code list	
			<i>1. Use this data element to cite a code from Section 5 of the California Lobbyist Report Code List.</i>	
			<i>2. Cite code 05-A3 only.</i>	
	AWD02	782	Monetary Amount	X R 1/18
			Monetary amount	
			<i>Use this segment to identify the monetary amount associated with the qualifier codes cited in the AWD01 composite data element.</i>	
Not Used	AWD03	61	Free-Form Message	X AN 1/30
			Free-form information	
Not Used	AWD04	100	Currency Code	O ID 3/3
			Code (Standard ISO) for country in whose currency the charges are specified	

Segment: **DTM** **Date/Time Reference**
Position: 2800
Loop: AWD Optional
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:

Comments:

Notes:

1. When AWD01-01 is code FS, use this segment to identify the date of the payment.
2. When AWD01-01 is code 40, use this segment to identify the date of the contribution.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	DTM01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time 666 Date Paid EDD Contribution	M ID 3/3
	DTM02	373	Date Date expressed as CCYYMMDD	X DT 8/8
Not Used	DTM03	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	DTM04	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	DTM05	1250	Date Time Period Format Qualifier Code indicating the date format, time format, or date and time format	X ID 2/3
Not Used	DTM06	1251	Date Time Period Expression of a date, a time, or range of dates, times or dates and times	X AN 1/35

Segment:	N9	Reference Identification
Position:	3100	
Loop:	AWD	Optional
Level:	Detail	
Usage:	Optional	
Max Use:	>1	
Purpose:	To transmit identifying information as specified by the Reference Identification Qualifier	
Syntax Notes:	1 At least one of N902 or N903 is required. 2 If N906 is present, then N905 is required. 3 If either C04003 or C04004 is present, then the other is required. 4 If either C04005 or C04006 is present, then the other is required.	
Semantic Notes:	1 N906 reflects the time zone which the time reflects. 2 N907 contains data relating to the value cited in N902.	
Comments:		
Notes:	1. When NM101 in the 2/NM1/0700 segment is code 40, EAR, EAW, PE, VN, or XA, use of this segment is REQUIRED to provide a PERMANENT and UNIQUE monetary transaction identifier applicable to amounts associated with a payee. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction associated with a payee. This same monetary transaction identifier MUST be used in all schedules where the monetary transaction is provided and in amendments to this data. 2. The Secretary of State's office will reject the filing of the form 635 if this transaction identifier is not a provided.	

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N901	128	Reference Identification Qualifier Code qualifying the Reference Identification TN Transaction Reference Number <i>Use this code to indicate a monetary transaction identifier applicable to an amount. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction associated with an entity. This same monetary transaction identifier MUST be used in all schedules where the monetary transaction is provided and in amendments.</i>	M ID 2/3
	N902	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/50
Not Used	N903	369	Free-form Description Free-form descriptive text	X AN 1/45
Not Used	N904	373	Date Date expressed as CCYYMMDD	O DT 8/8
Not Used	N905	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	N906	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	N907	C040	Reference Identifier To identify one or more reference numbers or identification numbers as	O

Not Used	C04001	128	specified by the Reference Qualifier Reference Identification Qualifier	M	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04002	127	Reference Identification	M	AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
Not Used	C04003	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04004	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
Not Used	C04005	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04006	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		

Segment:	MTX Text
Position:	3500
Loop:	AWD Optional
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To specify textual data
Syntax Notes:	<ol style="list-style-type: none"> 1 If MTX01 is present, then MTX02 is required. 2 If MTX03 is present, then MTX02 is required. 3 If MTX05 is present, then MTX04 is required.
Semantic Notes:	1 MTX05 is the number of lines to advance before printing.
Comments:	1 If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.
Notes:	<ol style="list-style-type: none"> 1. When AWD01 01 in the 2/AWD/2700 segment is code PQ, use this segment to provide a explanation of the advance or other payment. 2. When AWD01-01 is code B1, use this segment to describe the goods or service to which the benefit amount applies. 3. Use this segment also to provide additional text information related to the amount cited in the 2/AWD/2700 segment. 4. The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set. 5. This implementation convention limits the use of this segment to one time for each code listed in MTX01 per AWD loop. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.

Data Element Summary

<u>Ref.</u>	<u>Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
MTX01		363	Note Reference Code	O ID 3/3
			Code identifying the functional area or purpose for which the note applies	
			ADD Additional Information	
			EBC Description of Goods and Services	
			PMT Payment	
			When AWD01-01 is code PQ, use this code to indicate an explanation of the advance or other payment.	
MTX02		1551	Message Text	X AN 1/4096
			To transmit large volumes of message text	
			1. When MTX01 is code ADD, the full 4096 characters may be used in this data element.	
			2. When MTX01 is code EBC or PMT, this data element is limited to 90 characters. Exceeding this limit runs the risk of the data not being received by the Secretary of State's office.	
Not Used	MTX03	1551	Message Text	O AN 1/4096
			To transmit large volumes of message text	
Not Used	MTX04	934	Printer Carriage Control Code	X ID 2/2
			A field to be used for the control of the line feed of the receiving printer	
Not Used	MTX05	1470	Number	O N0 1/9
			A generic number	
Not Used	MTX06	819	Language Code	O ID 2/3
			Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	

Segment: **HL** Hierarchical Level
Position: 0101
Loop: HL Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Purpose: To identify dependencies among and the content of hierarchically related groups of data segments

Syntax Notes:

Semantic Notes:

- Comments:**
- 1** The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to line-item data.
The HL segment defines a top-down/left-right ordered structure.
 - 2** HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
 - 3** HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
 - 4** HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
 - 5** HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

Notes: *This HL loop illustrates the submission of data required by California Form 635-C, Payments Received by Lobbying Coalitions.*

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	HL01	628	Hierarchical ID Number A unique number assigned by the sender to identify a particular data segment in a hierarchical structure <i>Use this data element to provide a unique number that can identify each HL loop. It is recommended that the first HL loop be identified by the number 1 in this data element and that each successive HL loop be incremented by 1.</i>	M AN 1/12
Not Used	HL02	734	Hierarchical Parent ID Number Identification number of the next higher hierarchical data segment that the data segment being described is subordinate to	O AN 1/12
M	HL03	735	Hierarchical Level Code Code defining the characteristic of a level in a hierarchical structure <i>1. This data element is used to identify the type of data that is being transmitted within the current HL loop.</i> <i>2. Each of the listed codes MUST be used only one time.</i>	M ID 1/2
		EB	Filer <i>1. Use this code to indicate that the data which follows in this HL loop is applicable to the entity that is submitting the data contained in this form 635-C.</i> <i>2. When this code is used, the 2/NM1/0700 loop MUST be used to identify the filer.</i>	
		EC	Receipts <i>1. Use this code to indicate data related to payments received is being provided.</i>	

				<p><i>2. When this code is used, the 2/NM1/0700 loop MUST be used to identify all of the Lobbying Coalition members, and the 2/AWD/2700 loop MUST be used to identify applicable amounts.</i></p>
		RP		Report
				<p><i>1. Use this code to indicate that the data which follows in this HL loop is information applicable to the form being submitted (e.g., form number, period covered, and cumulative period beginning date).</i></p> <p><i>2. When this code is used, the 2/N9/0200 loop MUST be used to carry the associated information.</i></p>
Not Used	HL04	736	Hierarchical Child Code	O ID 1/1
			Code indicating if there are hierarchical child data segments subordinate to the level being described	

Segment:	N9	Reference Identification
Position:	0201	
Loop:	N9	Optional (Must Use)
Level:	Detail	
Usage:	Optional (Must Use)	
Max Use:	1	
Purpose:	To transmit identifying information as specified by the Reference Identification Qualifier	
Syntax Notes:	1	At least one of N902 or N903 is required.
	2	If N906 is present, then N905 is required.
	3	If either C04003 or C04004 is present, then the other is required.
	4	If either C04005 or C04006 is present, then the other is required.
Semantic Notes:	1	N906 reflects the time zone which the time reflects.
	2	N907 contains data relating to the value cited in N902.
Comments:		
Notes:	<p><i>When HL03 in the 2/HL/0100 segment is code RP, use of this segment is REQUIRED to identify the number of the form that is being submitted; and the original or amended filing identification number.</i></p>	

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N901	128	Reference Identification Qualifier	M ID 2/3
			Code qualifying the Reference Identification	
			FQ	Form Number
				<i>Use this code to indicate the number of the form that is being transmitted, i.e., F635-C.</i>
			O8	Original Filing
				<i>When BGN01 in the 1/BGN/0200 segment cites code 00, use of this code is REQUIRED to identify the original filing number. When this code is used, always cite 000 in N902. If the required number is not provided, the Secretary of State's office will reject the filing of the form 635-C.</i>
			OJ	Amendment Filing
				<i>When BGN01 in the 1/BGN/0200 segment is code CO, use of this code is REQUIRED to indicate the filing amendment number. When this code is used, the first amended filing should cite 001. Subsequent amended filings should increment the amended filing number by 1, e.g., 002, 003, etc. If the required number is not provided, the Secretary of State's office will reject the filing of the amended form 635-C.</i>
	N902	127	Reference Identification	X AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
Not Used	N903	369	Free-form Description	X AN 1/45
			Free-form descriptive text	
Not Used	N904	373	Date	O DT 8/8
			Date expressed as CCYYMMDD	
Not Used	N905	337	Time	X TM 4/8
			Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	
Not Used	N906	623	Time Code	O ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a	

Not Used	N907	C040	restricted character, + and - are substituted by P and M in the codes that follow Reference Identifier	O
Not Used	C04001	128	To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier Reference Identification Qualifier	M ID 2/3
Not Used	C04002	127	Code qualifying the Reference Identification Reference Identification	M AN 1/50
Not Used	C04003	128	Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Reference Identification Qualifier	X ID 2/3
Not Used	C04004	127	Code qualifying the Reference Identification Reference Identification	X AN 1/50
Not Used	C04005	128	Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Reference Identification Qualifier	X ID 2/3
Not Used	C04006	127	Code qualifying the Reference Identification Reference Identification	X AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	

Segment: **DTM** Date/Time Reference
Position: 0301
Loop: N9 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:

Comments:

Notes:

*When N901 in the 2/N9/0200 segment is code FQ, use of this segment is **REQUIRED** to identify the reporting period and the cumulative period beginning date for the data contained in form 635-C.*

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	DTM01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time <i>Use this data element to cite a code that qualifies the date identified in DTM02.</i> 090 Report Start <i>Use this code to indicate the cumulative period beginning date.</i> 193 Period Start <i>Use this code to indicate the "from" date for a reporting period.</i> 194 Period End <i>Use this code to indicate the "through" date for a reporting period.</i>	M ID 3/3
	DTM02	373	Date Date expressed as CCYYMMDD <i>Use this data element to identify the date applicable to the qualifier code cited in DTM01.</i>	X DT 8/8
Not Used	DTM03	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	DTM04	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	DTM05	1250	Date Time Period Format Qualifier Code indicating the date format, time format, or date and time format	X ID 2/3
Not Used	DTM06	1251	Date Time Period Expression of a date, a time, or range of dates, times or dates and times	X AN 1/35

Segment:	MTX Text
Position:	0601
Loop:	N9 Optional (Must Use)
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To specify textual data
Syntax Notes:	<ol style="list-style-type: none"> 1 If MTX01 is present, then MTX02 is required. 2 If MTX03 is present, then MTX02 is required. 3 If MTX05 is present, then MTX04 is required.
Semantic Notes:	1 MTX05 is the number of lines to advance before printing.
Comments:	1 If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.
Notes:	<ol style="list-style-type: none"> 1. <i>Use this segment to provide additional text information related to the report being filed.</i> 2. <i>The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set.</i> 3. <i>This implementation convention limits the use of this segment to one time which allows for 4096 characters of text. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.</i>

Data Element Summary

Ref.	Des.	Data Element	Name	Attributes
MTX01		363	Note Reference Code	O ID 3/3
			Code identifying the functional area or purpose for which the note applies	
			REP Report	
	MTX02	1551	Message Text	X AN 1/4096
			To transmit large volumes of message text	
Not Used	MTX03	1551	Message Text	O AN 1/4096
			To transmit large volumes of message text	
Not Used	MTX04	934	Printer Carriage Control Code	X ID 2/2
			A field to be used for the control of the line feed of the receiving printer	
Not Used	MTX05	1470	Number	O N0 1/9
			A generic number	
Not Used	MTX06	819	Language Code	O ID 2/3
			Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	

Segment:	NM1 Individual or Organizational Name
Position:	0701
Loop:	NM1 Optional (Must Use)
Level:	Detail
Usage:	Optional (Must Use)
Max Use:	1
Purpose:	To supply the full name of an individual or organizational entity
Syntax Notes:	1 If either NM108 or NM109 is present, then the other is required. 2 If NM111 is present, then NM110 is required.
Semantic Notes:	1 NM102 qualifies NM103.
Comments:	1 NM110 and NM111 further define the type of entity in NM101.
Notes:	1. When HL03 in the 2/HL/0100 segment is code EB, use this segment to identify the entity filing form 635-C. 2. When HL03 is code EC, use this segment as many times as necessary to identify all members of a lobbying coalition, whether or not payments were received from a member during this reporting period.

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	NM101	98	Entity Identifier Code	M ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual	
			<i>Use this segment to qualify the entity identified in the following data elements.</i>	
			FN	Filer Name
			1. When HL03 in the 2/HL/0100 segment is code EB, use of this code is REQUIRED to indicate the entity submitting the data. 2. When this code is used, NM102 may cite code 1 or 2 and the 2/N9/1200 segment MUST be used to provide a Secretary of State assigned electronic filer identification number.	
			PR	Payer
			1. When HL03 in the 2/HL/0100 segment is code EC, use this code to indicate a member of a lobbying coalition. Identify all members of the lobbying coalitions whether or not a payment was received from a member during the reporting period. 2. When this code is used, NM102 should cite code 2, and 2/AWD/2700 loop should be used if a payment was received from a member during this reporting period.	
M	NM102	1065	Entity Type Qualifier	M ID 1/1
			Code qualifying the type of entity	
			<i>Use this data element to identify the entity qualified in NM101 as an individual or an entity other than a person or committee.</i>	
			1	Person
			<i>Use this code to indicate an individual.</i>	
			2	Non-Person Entity
			<i>Use this code to indicate an entity other than an individual or committee.</i>	
Must Use	NM103	1035	Name Last or Organization Name	O AN 1/60
			Individual last name or organizational name	
			1. Use of this data element is REQUIRED to provide the name of an entity.	

2. When NM102 is code 1 and the person has a moniker (nickname), use the 2/N2/0800 segment to provide the moniker.

3. When NM102 is code 2 and the name of the entity is greater than 60 characters, use the 2/N2/0800 segment to provide the balance of the name.

	NM104	1036	Name First Individual first name	O	AN 1/35
	NM105	1037	Name Middle Individual middle name or initial	O	AN 1/25
	NM106	1038	Name Prefix Prefix to individual name	O	AN 1/10
	NM107	1039	Name Suffix Suffix to individual name	O	AN 1/10
Not Used	NM108	66	Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67)	X	ID 1/2
Not Used	NM109	67	Identification Code Code identifying a party or other code	X	AN 2/80
Not Used	NM110	706	Entity Relationship Code Code describing entity relationship	X	ID 2/2
Not Used	NM111	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual	O	ID 2/3

Segment:	N2	Additional Name Information
Position:	0801	
Loop:	NM1	Optional (Must Use)
Level:	Detail	
Usage:	Optional	
Max Use:	2	
Purpose:	To specify additional names	
Syntax Notes:		
Semantic Notes:		
Comments:		
Notes:	<p><i>1. When NM102 is code 1, and the person has a moniker (nickname), use this segment to provide the moniker.</i></p> <p><i>2. When NM102 is code 2, use this segment to provide the balance of an organization name that is greater than 60 characters.</i></p>	

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N201	93	Name	M AN 1/60
			Free-form name	
			<p><i>1. When providing a moniker, insert a space after the moniker and cite the numeric 1, 2, or 3.</i></p> <p><i>1 = moniker is before the first name</i> <i>2 = moniker is between the first and middle name</i> <i>3 = moniker is between the middle and last name</i></p>	
	N202	93	Name	O AN 1/60
			Free-form name	

Segment: N3 Address Information
Position: 0901
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes:

Use this segment to provide address information, e.g., a street number and name, a P.O. box number, an apartment number, a room number, etc., applicable to the entity identified in the 2/NM1/0700 segment.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N301	166	Address Information Address information	M AN 1/55
	N302	166	Address Information Address information	O AN 1/55

Segment:	N4 Geographic Location
Position:	1001
Loop:	NM1 Optional (Must Use)
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To specify the geographic place of the named party
Syntax Notes:	1 Only one of N402 or N407 may be present. 2 If N406 is present, then N405 is required. 3 If N407 is present, then N404 is required.
Semantic Notes:	
Comments:	1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location. 2 N402 is required only if city name (N401) is in the U.S. or Canada.
Notes:	<i>Use this segment to provide the city, state, and zip code portion of the address applicable to the entity identified in the 2/NM1/0700 segment.</i>

Data Element Summary				
	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
	N401	19	City Name Free-form text for city name	O AN 2/30
	N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency	X ID 2/2
Must Use	N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States) <i>This data element MUST be used to provide a ZIP code.</i>	O ID 3/15
Not Used	N404	26	Country Code Code identifying the country	X ID 2/3
Not Used	N405	309	Location Qualifier Code identifying type of location	X ID 1/2
Not Used	N406	310	Location Identifier Code which identifies a specific location	O AN 1/30
Not Used	N407	1715	Country Subdivision Code Code identifying the country subdivision	X ID 1/3

Segment:	N9	Reference Identification
Position:	1201	
Loop:	NM1	Optional (Must Use)
Level:	Detail	
Usage:	Optional	
Max Use:	>1	
Purpose:	To transmit identifying information as specified by the Reference Identification Qualifier	
Syntax Notes:	1 At least one of N902 or N903 is required. 2 If N906 is present, then N905 is required. 3 If either C04003 or C04004 is present, then the other is required. 4 If either C04005 or C04006 is present, then the other is required.	
Semantic Notes:	1 N906 reflects the time zone which the time reflects. 2 N907 contains data relating to the value cited in N902.	
Comments:		
Notes:	<i>When NM101 in the 2/NM1/0700 segment is code FN, also use this segment to provide a Secretary of State assigned electronic filer identification number.</i>	

Data Element Summary				
	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N901	128	Reference Identification Qualifier Code qualifying the Reference Identification <i>Use this data element to qualify the number cited in N902.</i> 1W Member Identification Number <i>Use this code to indicate the Secretary of State assigned electronic filer identification number.</i>	M ID 2/3
	N902	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/50
Not Used	N903	369	Free-form Description Free-form descriptive text	X AN 1/45
Not Used	N904	373	Date Date expressed as CCYYMMDD	O DT 8/8
Not Used	N905	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds (00-99) are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	N906	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	N907	C040	Reference Identifier To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	O
Not Used	C04001	128	Reference Identification Qualifier Code qualifying the Reference Identification	M ID 2/3
Not Used	C04002	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	M AN 1/50
Not Used	C04003	128	Reference Identification Qualifier Code qualifying the Reference Identification	X ID 2/3
Not Used	C04004	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/50

Not Used	C04005	128	Reference Identification Qualifier Code qualifying the Reference Identification	X	ID 2/3
Not Used	C04006	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN 1/50

Segment:	AWD Amount with Description
Position:	2701
Loop:	AWD Optional
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To specify a code and/or description with an associated amount
Syntax Notes:	1 Only one of AWD02 or AWD03 may be present. 2 At least one of AWD02 or AWD03 is required.
Semantic Notes:	1 AWD03 is used when information source provides non-numeric values.
Comments:	
Notes:	<p>1. When NM101 in the 2/NM1/0700 segment is code PR, use this segment to provide the amount of a payment, if applicable.</p> <p>2. When NM101 is code PR, each monetary transaction MUST be assigned a PERMANENT and UNIQUE monetary transaction identifier in the 2/N9/3100 segment by citing code TN in N901. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction and MUST be consistently used on all schedules and amendments for the same monetary transaction.</p> <p>3. This segment is used to identify a monetary amount in AWD02 and to qualify the amount by means of several codes cited in the composite data element AWD01. The receiving application must search each sub-data element in AWD01 to insure that the amount is properly identified. The following combination of codes should be used in AWD01 (AWD01-01 through AWD01 - 05) to qualify the following amounts:</p> <p>Amount Received this Period: AWD01-01 code EBZ AWD01-05 code ED</p> <p>Cumulative Amount Received Since January 1 of Current Calendar Year: AWD01-01 code EBZ AWD01-03 code 2 AWD01-05 code EA</p>

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	AWD01	C007	Amount Qualifying Description To qualify an amount <i>Use this composite data element to provide multiple qualifies that identify the amount cited in AWD02.</i>	M
M	C00701	522	Amount Qualifier Code Code to qualify amount EBZ Payment <i>When NM101 in the 2/NM1/0700 segment is code PE, use this code to indicate an other type of expenditure .</i>	M ID 1/3
Not Used	C00702	522	Amount Qualifier Code Code to qualify amount	O ID 1/3
	C00703	1638	Value Detail Code Code identifying extent of an amount or quantity 2 Cumulative	O ID 1/1
Not Used	C00704	935	Measurement Significance Code Code used to benchmark, qualify or further define a measurement value	O ID 2/2
	C00705	344	Unit of Time Period or Interval Code indicating the time period or interval EA Calendar Year-to-Date	O ID 2/2

			ED	This Period		
Not Used	C00706	1637	Net/Gross Code		O	ID 1/1
			Code indicating whether monetary values are net or gross			
Not Used	C00707	935	Measurement Significance Code		O	ID 2/2
			Code used to benchmark, qualify or further define a measurement value			
Not Used	C00708	352	Description		O	AN 1/80
			A free-form description to clarify the related data elements and their content			
Not Used	C00709	1271	Industry Code		O	AN 1/30
			Code indicating a code from a specific industry code list			
	AWD02	782	Monetary Amount		X	R 1/18
			Monetary amount			
			<i>Use this segment to identify the monetary amount associated with the qualifier codes cited in the AWD01 composite data element.</i>			
Not Used	AWD03	61	Free-Form Message		X	AN 1/30
			Free-form information			
Not Used	AWD04	100	Currency Code		O	ID 3/3
			Code (Standard ISO) for country in whose currency the charges are specified			

Segment:	N9	Reference Identification
Position:	3101	
Loop:	AWD	Optional
Level:	Detail	
Usage:	Optional	
Max Use:	>1	
Purpose:	To transmit identifying information as specified by the Reference Identification Qualifier	
Syntax Notes:	1 At least one of N902 or N903 is required. 2 If N906 is present, then N905 is required. 3 If either C04003 or C04004 is present, then the other is required. 4 If either C04005 or C04006 is present, then the other is required.	
Semantic Notes:	1 N906 reflects the time zone which the time reflects. 2 N907 contains data relating to the value cited in N902.	
Comments:		
Notes:	<p>1. When NM101 in the 2/NM1/0700 segment is code PR, use of this segment is REQUIRED to provide a PERMANENT and UNIQUE monetary transaction identifier applicable to amounts associated with a payee. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction associated with a payee. This same monetary transaction identifier MUST be used in all schedules where the monetary transaction is provided and in amendments to this data.</p> <p>2. The Secretary of State's office will reject the filing of the form 635-C if this transaction identifier is not a provided.</p>	

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N901	128	Reference Identification Qualifier Code qualifying the Reference Identification TN Transaction Reference Number <i>Use this code to indicate a monetary transaction identifier applicable to an amount. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction associated with an entity. This same monetary transaction identifier MUST be used in all schedules where the monetary transaction is provided and in amendments.</i>	M ID 2/3
	N902	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/50
Not Used	N903	369	Free-form Description Free-form descriptive text	X AN 1/45
Not Used	N904	373	Date Date expressed as CCYYMMDD	O DT 8/8
Not Used	N905	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	N906	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	N907	C040	Reference Identifier To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	O

Not Used	C04001	128	Reference Identification Qualifier Code qualifying the Reference Identification	M	ID 2/3
Not Used	C04002	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	M	AN 1/50
Not Used	C04003	128	Reference Identification Qualifier Code qualifying the Reference Identification	X	ID 2/3
Not Used	C04004	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN 1/50
Not Used	C04005	128	Reference Identification Qualifier Code qualifying the Reference Identification	X	ID 2/3
Not Used	C04006	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN 1/50

Segment:	MTX Text
Position:	3501
Loop:	AWD Optional
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To specify textual data
Syntax Notes:	<ol style="list-style-type: none"> 1 If MTX01 is present, then MTX02 is required. 2 If MTX03 is present, then MTX02 is required. 3 If MTX05 is present, then MTX04 is required.
Semantic Notes:	1 MTX05 is the number of lines to advance before printing.
Comments:	1 If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.
Notes:	<ol style="list-style-type: none"> 1. Use this segment also to provide additional text information related to the amount cited in the 2/AWD/2700 segment. 2. The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set. 3. This implementation convention limits the use of this segment to one time per AWD loop which allows for 4096 characters of text. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.

Data Element Summary

Ref.	Des.	Data Element	Name	Attributes
MTX01		363	Note Reference Code	O ID 3/3
			Code identifying the functional area or purpose for which the note applies	
			ADD Additional Information	
	MTX02	1551	Message Text	X AN 1/4096
			To transmit large volumes of message text	
Not Used	MTX03	1551	Message Text	O AN 1/4096
			To transmit large volumes of message text	
Not Used	MTX04	934	Printer Carriage Control Code	X ID 2/2
			A field to be used for the control of the line feed of the receiving printer	
Not Used	MTX05	1470	Number	O N0 1/9
			A generic number	
Not Used	MTX06	819	Language Code	O ID 2/3
			Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	

Segment: **HL** Hierarchical Level
Position: 0102
Loop: HL Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Purpose: To identify dependencies among and the content of hierarchically related groups of data segments

Syntax Notes:

Semantic Notes:

- Comments:**
- 1 The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to line-item data.
The HL segment defines a top-down/left-right ordered structure.
 - 2 HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
 - 3 HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
 - 4 HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
 - 5 HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

Notes: *This HL loop illustrates the submission of data required by California Form 630, Payments Made to Lobbying Coalitions.*

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	HL01	628	Hierarchical ID Number A unique number assigned by the sender to identify a particular data segment in a hierarchical structure <i>Use this data element to provide a unique number that can identify each HL loop. It is recommended that the first HL loop be identified by the number 1 in this data element and that each successive HL loop be incremented by 1.</i>	M AN 1/12
Not Used	HL02	734	Hierarchical Parent ID Number Identification number of the next higher hierarchical data segment that the data segment being described is subordinate to	O AN 1/12
M	HL03	735	Hierarchical Level Code Code defining the characteristic of a level in a hierarchical structure <i>1. This data element is used to identify the type of data that is being transmitted within the current HL loop.</i> <i>2. Each of the listed codes MUST be used only one time.</i>	M ID 1/2
		EB	Filer <i>1. Use this code to indicate that the data which follows in this HL loop is applicable to the entity that is submitting the data contained in this form 630.</i> <i>2. When this code is used, the 2/NM1/0700 loop MUST be used to identify the filer.</i>	
		EF	Expenditures <i>1. Use this code to indicate data related to payments made to lobbying coalitions is being provided.</i>	

				<p><i>2. When this code is used, the 2/NM1/0700 loop MUST be used to identify all of the payees, and the 2/AWD/2700 loop MUST be used to identify applicable amounts.</i></p>
		RP		Report
				<p><i>1. Use this code to indicate that the data which follows in this HL loop is information applicable to the form being submitted (e.g., form number, period covered, and cumulative period beginning date).</i></p> <p><i>2. When this code is used, the 2/N9/0200 loop MUST be used to carry the associated information.</i></p>
Not Used	HL04	736	Hierarchical Child Code	O ID 1/1
			Code indicating if there are hierarchical child data segments subordinate to the level being described	

Segment:	N9	Reference Identification
Position:	0202	
Loop:	N9	Optional (Must Use)
Level:	Detail	
Usage:	Optional (Must Use)	
Max Use:	1	
Purpose:	To transmit identifying information as specified by the Reference Identification Qualifier	
Syntax Notes:	1	At least one of N902 or N903 is required.
	2	If N906 is present, then N905 is required.
	3	If either C04003 or C04004 is present, then the other is required.
	4	If either C04005 or C04006 is present, then the other is required.
Semantic Notes:	1	N906 reflects the time zone which the time reflects.
	2	N907 contains data relating to the value cited in N902.
Comments:		
Notes:	<i>When HL03 in the 2/HL/0100 segment is code RP, use of this segment is REQUIRED to identify the number of the form that is being submitted; and the original or amended filing identification number.</i>	

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N901	128	Reference Identification Qualifier	M ID 2/3
			Code qualifying the Reference Identification	
			FQ	Form Number
				<i>Use this code to indicate the number of the form that is being transmitted, i.e., F630.</i>
			O8	Original Filing
				<i>When BGN01 in the 1/BGN/0200 segment cites code 00, use of this code is REQUIRED to identify the original filing number. When this code is used, always cite 000 in N902. If the required number is not provided, the Secretary of State's office will reject the filing of the form 630.</i>
			OJ	Amendment Filing
				<i>When BGN01 in the 1/BGN/0200 segment is code CO, use of this code is REQUIRED to indicate the filing amendment number. When this code is used, the first amended filing should cite 001. Subsequent amended filings should increment the amended filing number by 1, e.g., 002, 003, etc. If the required number is not provided, the Secretary of State's office will reject the filing of the amended form 630.</i>
	N902	127	Reference Identification	X AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
Not Used	N903	369	Free-form Description	X AN 1/45
			Free-form descriptive text	
Not Used	N904	373	Date	O DT 8/8
			Date expressed as CCYYMMDD	
Not Used	N905	337	Time	X TM 4/8
			Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	
Not Used	N906	623	Time Code	O ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a	

Not Used	N907	C040	restricted character, + and - are substituted by P and M in the codes that follow Reference Identifier	O
Not Used	C04001	128	To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier Reference Identification Qualifier	M ID 2/3
Not Used	C04002	127	Code qualifying the Reference Identification Reference Identification	M AN 1/50
Not Used	C04003	128	Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Reference Identification Qualifier	X ID 2/3
Not Used	C04004	127	Code qualifying the Reference Identification Reference Identification	X AN 1/50
Not Used	C04005	128	Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Reference Identification Qualifier	X ID 2/3
Not Used	C04006	127	Code qualifying the Reference Identification Reference Identification	X AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	

Segment:	DTM Date/Time Reference
Position:	0302
Loop:	N9 Optional (Must Use)
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To specify pertinent dates and times
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of DTM02 DTM03 or DTM05 is required. 2 If DTM04 is present, then DTM03 is required. 3 If either DTM05 or DTM06 is present, then the other is required.
Semantic Notes:	
Comments:	
Notes:	<i>When N901 in the 2/N9/0200 segment is code FQ, use of this segment is REQUIRED to identify the reporting period and the cumulative period beginning date for the data contained in form 630.</i>

Data Element Summary				
	Ref. Des.	Data Element	Name	Attributes
M	DTM01	374	Date/Time Qualifier	M ID 3/3
Code specifying type of date or time, or both date and time				
<i>Use this data element to cite a code that qualifies the date identified in DTM02.</i>				
		090	Report Start	
<i>Use this code to indicate the cumulative period beginning date.</i>				
		193	Period Start	
<i>Use this code to indicate the "from" date for a reporting period.</i>				
		194	Period End	
<i>Use this code to indicate the "through" date for a reporting period.</i>				
	DTM02	373	Date	X DT 8/8
Date expressed as CCYYMMDD				
<i>Use this data element to identify the date applicable to the qualifier code cited in DTM01.</i>				
Not Used	DTM03	337	Time	X TM 4/8
Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)				
Not Used	DTM04	623	Time Code	O ID 2/2
Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow				
Not Used	DTM05	1250	Date Time Period Format Qualifier	X ID 2/3
Code indicating the date format, time format, or date and time format				
Not Used	DTM06	1251	Date Time Period	X AN 1/35
Expression of a date, a time, or range of dates, times or dates and times				

Segment:	MTX Text
Position:	0602
Loop:	N9 Optional (Must Use)
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To specify textual data
Syntax Notes:	<ol style="list-style-type: none"> 1 If MTX01 is present, then MTX02 is required. 2 If MTX03 is present, then MTX02 is required. 3 If MTX05 is present, then MTX04 is required.
Semantic Notes:	1 MTX05 is the number of lines to advance before printing.
Comments:	1 If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.
Notes:	<ol style="list-style-type: none"> 1. <i>Use this segment to provide additional text information related to the report being filed.</i> 2. <i>The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set.</i> 3. <i>This implementation convention limits the use of this segment to one time which allows for 4096 characters of text. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.</i>

Data Element Summary

Ref.	Des.	Data Element	Name	Attributes
MTX01		363	Note Reference Code	O ID 3/3
			Code identifying the functional area or purpose for which the note applies	
			REP Report	
	MTX02	1551	Message Text	X AN 1/4096
			To transmit large volumes of message text	
Not Used	MTX03	1551	Message Text	O AN 1/4096
			To transmit large volumes of message text	
Not Used	MTX04	934	Printer Carriage Control Code	X ID 2/2
			A field to be used for the control of the line feed of the receiving printer	
Not Used	MTX05	1470	Number	O N0 1/9
			A generic number	
Not Used	MTX06	819	Language Code	O ID 2/3
			Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	

Segment:	NM1 Individual or Organizational Name
Position:	0702
Loop:	NM1 Optional (Must Use)
Level:	Detail
Usage:	Optional (Must Use)
Max Use:	1
Purpose:	To supply the full name of an individual or organizational entity
Syntax Notes:	<ol style="list-style-type: none"> 1 If either NM108 or NM109 is present, then the other is required. 2 If NM111 is present, then NM110 is required.
Semantic Notes:	1 NM102 qualifies NM103.
Comments:	1 NM110 and NM111 further define the type of entity in NM101.
Notes:	<ol style="list-style-type: none"> 1. When HL03 in the 2/HL/0100 segment is code EB, use this segment to identify the entity filing form 630. 2. When HL03 is code EF, use this segment as many times as necessary to identify all lobbying coalitions of which the filer is a member, whether or not payments were made to that coalition this reporting period.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	NM101	98	Entity Identifier Code	M ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual	
			<i>Use this segment to qualify the entity identified in the following data elements.</i>	
			FN	Filer Name
				<ol style="list-style-type: none"> 1. When HL03 in the 2/HL/0100 segment is code EB, use of this code is REQUIRED to indicate the entity submitting the data. 2. When this code is used, NM102 may cite code 1 or 2 and the 2/N9/1200 segment MUST be used to provide a Secretary of State assigned electronic filer identification number.
			PE	Payee
				<ol style="list-style-type: none"> 1. When HL03 in the 2/HL/0100 segment is code EF, use this code to indicate a lobbying coalition. Identify all lobbying coalitions of which the filer is a member whether or not a payment was made to that coalition during the reporting period. 2. When this code is used, NM102 should cite code 2, and 2/AWD/2700 loop should be used if a payment was made to the coalition during this reporting period.
M	NM102	1065	Entity Type Qualifier	M ID 1/1
			Code qualifying the type of entity	
			<i>Use this data element to identify the entity qualified in NM101 as an individual or an entity other than a person or committee.</i>	
			1	Person
				<i>Use this code to indicate an individual.</i>
			2	Non-Person Entity
				<i>Use this code to indicate an entity other than an individual or committee.</i>
Must Use	NM103	1035	Name Last or Organization Name	O AN 1/60
			Individual last name or organizational name	
			<i>1. Use of this data element is REQUIRED to provide the name of an entity.</i>	

2. When NM102 is code 1 and the person has a moniker (nickname), use the 2/N2/0800 segment to provide the moniker.

3. When NM102 is code 2 and the name of the entity is greater than 60 characters, use the 2/N2/0800 segment to provide the balance of the name.

	NM104	1036	Name First Individual first name	O	AN 1/35
	NM105	1037	Name Middle Individual middle name or initial	O	AN 1/25
	NM106	1038	Name Prefix Prefix to individual name	O	AN 1/10
	NM107	1039	Name Suffix Suffix to individual name	O	AN 1/10
Not Used	NM108	66	Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67)	X	ID 1/2
Not Used	NM109	67	Identification Code Code identifying a party or other code	X	AN 2/80
Not Used	NM110	706	Entity Relationship Code Code describing entity relationship	X	ID 2/2
Not Used	NM111	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual	O	ID 2/3

Segment:	N2	Additional Name Information
Position:	0802	
Loop:	NM1	Optional (Must Use)
Level:	Detail	
Usage:	Optional	
Max Use:	2	
Purpose:	To specify additional names	
Syntax Notes:		
Semantic Notes:		
Comments:		
Notes:	<p><i>1. When NM102 is code 1, and the person has a moniker (nickname), use this segment to provide the moniker.</i></p> <p><i>2. When NM102 is code 2, use this segment to provide the balance of an organization name that is greater than 60 characters.</i></p>	

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N201	93	Name	M AN 1/60
			Free-form name	
			<p><i>1. When providing a moniker, insert a space after the moniker and cite the numeric 1, 2, or 3.</i></p> <p><i>1 = moniker is before the first name</i> <i>2 = moniker is between the first and middle name</i> <i>3 = moniker is between the middle and last name</i></p>	
	N202	93	Name	O AN 1/60
			Free-form name	

Segment: N3 Address Information
Position: 0902
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes:

Use this segment to provide address information, e.g., a street number and name, a P.O. box number, an apartment number, a room number, etc., applicable to the entity identified in the 2/NM1/0700 segment.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N301	166	Address Information Address information	M AN 1/55
	N302	166	Address Information Address information	O AN 1/55

Segment:	N4 Geographic Location
Position:	1002
Loop:	NM1 Optional (Must Use)
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To specify the geographic place of the named party
Syntax Notes:	1 Only one of N402 or N407 may be present. 2 If N406 is present, then N405 is required. 3 If N407 is present, then N404 is required.
Semantic Notes:	
Comments:	1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location. 2 N402 is required only if city name (N401) is in the U.S. or Canada.
Notes:	<i>Use this segment to provide the city, state, and zip code portion of the address applicable to the entity identified in the 2/NM1/0700 segment.</i>

Data Element Summary				
	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
	N401	19	City Name Free-form text for city name	O AN 2/30
	N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency	X ID 2/2
Must Use	N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States) <i>This data element MUST be used to provide a ZIP code.</i>	O ID 3/15
Not Used	N404	26	Country Code Code identifying the country	X ID 2/3
Not Used	N405	309	Location Qualifier Code identifying type of location	X ID 1/2
Not Used	N406	310	Location Identifier Code which identifies a specific location	O AN 1/30
Not Used	N407	1715	Country Subdivision Code Code identifying the country subdivision	X ID 1/3

Segment:	N9	Reference Identification
Position:	1202	
Loop:	NM1	Optional (Must Use)
Level:	Detail	
Usage:	Optional	
Max Use:	>1	
Purpose:	To transmit identifying information as specified by the Reference Identification Qualifier	
Syntax Notes:	1	At least one of N902 or N903 is required.
	2	If N906 is present, then N905 is required.
	3	If either C04003 or C04004 is present, then the other is required.
	4	If either C04005 or C04006 is present, then the other is required.
Semantic Notes:	1	N906 reflects the time zone which the time reflects.
	2	N907 contains data relating to the value cited in N902.
Comments:		
Notes:	<i>When NM101 in the 2/NM1/0700 segment is code FN, also use this segment to provide a Secretary of State assigned electronic filer identification number.</i>	

Data Element Summary				
	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N901	128	Reference Identification Qualifier Code qualifying the Reference Identification <i>Use this data element to qualify the number cited in N902.</i> 1W Member Identification Number <i>Use this code to indicate the Secretary of State assigned electronic filer identification number.</i>	M ID 2/3
	N902	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/50
Not Used	N903	369	Free-form Description Free-form descriptive text	X AN 1/45
Not Used	N904	373	Date Date expressed as CCYYMMDD	O DT 8/8
Not Used	N905	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds (00-99) are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	N906	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	N907	C040	Reference Identifier To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	O
Not Used	C04001	128	Reference Identification Qualifier Code qualifying the Reference Identification	M ID 2/3
Not Used	C04002	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	M AN 1/50
Not Used	C04003	128	Reference Identification Qualifier Code qualifying the Reference Identification	X ID 2/3
Not Used	C04004	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/50

Not Used	C04005	128	Reference Identification Qualifier Code qualifying the Reference Identification	X	ID 2/3
Not Used	C04006	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN 1/50

Segment: **AWD** Amount with Description
Position: 2702
Loop: AWD Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify a code and/or description with an associated amount
Syntax Notes: 1 Only one of AWD02 or AWD03 may be present.
2 At least one of AWD02 or AWD03 is required.
Semantic Notes: 1 AWD03 is used when information source provides non-numeric values.
Comments:
Notes:

1. When NM101 in the 2/NM1/0700 segment is code PE, use this segment to provide the amount of a payment, if applicable.

2. When NM101 is code PE, each monetary transaction MUST be assigned a PERMANENT and UNIQUE monetary transaction identifier in the 2/N9/3100 segment by citing code TN in N901. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction and MUST be consistently used on all schedules and amendments for the same monetary transaction.

3. This segment is used to identify a monetary amount in AWD02 and to qualify the amount by means of several codes cited in the composite data element AWD01. The receiving application must search each sub-data element in AWD01 to insure that the amount is properly identified. The following combination of codes should be used in AWD01 (AWD01-01 through AWD01 - 05) to qualify the following amounts:

Amount Paid this Period:
AWD01-01 code EBZ
AWD01-03 code 8
AWD01-05 code ED

Cumulative Amount Paid Since January 1 of Current Calendar Year:
AWD01-01 code EBZ
AWD01-03 code 2
AWD01-05 code EA

Data Element Summary				
	Ref. Des.	Data Element	Name	Attributes
M	AWD01	C007	Amount Qualifying Description To qualify an amount <i>Use this composite data element to provide multiple qualifies that identify the amount cited in AWD02.</i>	M
M	C00701	522	Amount Qualifier Code Code to qualify amount EBZ Payment <i>When NM101 in the 2/NM1/0700 segment is code PE, use this code to indicate an other type of expenditure .</i>	M ID 1/3
Not Used	C00702	522	Amount Qualifier Code Code to qualify amount	O ID 1/3
	C00703	1638	Value Detail Code Code identifying extent of an amount or quantity 2 Cumulative 8 Total	O ID 1/1
Not Used	C00704	935	Measurement Significance Code Code used to benchmark, qualify or further define a measurement value	O ID 2/2
	C00705	344	Unit of Time Period or Interval	O ID 2/2

			Code indicating the time period or interval		
			EA	Calendar Year-to-Date	
			ED	This Period	
Not Used	C00706	1637	Net/Gross Code	O	ID 1/1
			Code indicating whether monetary values are net or gross		
Not Used	C00707	935	Measurement Significance Code	O	ID 2/2
			Code used to benchmark, qualify or further define a measurement value		
Not Used	C00708	352	Description	O	AN 1/80
			A free-form description to clarify the related data elements and their content		
Not Used	C00709	1271	Industry Code	O	AN 1/30
			Code indicating a code from a specific industry code list		
	AWD02	782	Monetary Amount	X	R 1/18
			Monetary amount		
			<i>Use this segment to identify the monetary amount associated with the qualifier codes cited in the AWD01 composite data element.</i>		
Not Used	AWD03	61	Free-Form Message	X	AN 1/30
			Free-form information		
Not Used	AWD04	100	Currency Code	O	ID 3/3
			Code (Standard ISO) for country in whose currency the charges are specified		

Segment:	N9	Reference Identification
Position:	3102	
Loop:	AWD	Optional
Level:	Detail	
Usage:	Optional	
Max Use:	>1	
Purpose:	To transmit identifying information as specified by the Reference Identification Qualifier	
Syntax Notes:	1 At least one of N902 or N903 is required. 2 If N906 is present, then N905 is required. 3 If either C04003 or C04004 is present, then the other is required. 4 If either C04005 or C04006 is present, then the other is required.	
Semantic Notes:	1 N906 reflects the time zone which the time reflects. 2 N907 contains data relating to the value cited in N902.	
Comments:		
Notes:	<p>1. When NM101 in the 2/NM1/0700 segment is code PE, use of this segment is REQUIRED to provide a PERMANENT and UNIQUE monetary transaction identifier applicable to amounts associated with a payee. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction associated with a payee. This same monetary transaction identifier MUST be used in all schedules where the monetary transaction is provided and in amendments to this data.</p> <p>2. The Secretary of State's office will reject the filing of the form 630 if this transaction identifier is not a provided.</p>	

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N901	128	Reference Identification Qualifier Code qualifying the Reference Identification TN Transaction Reference Number <i>Use this code to indicate a monetary transaction identifier applicable to an amount. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction associated with an entity. This same monetary transaction identifier MUST be used in all schedules where the monetary transaction is provided and in amendments.</i>	M ID 2/3
	N902	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/50
Not Used	N903	369	Free-form Description Free-form descriptive text	X AN 1/45
Not Used	N904	373	Date Date expressed as CCYYMMDD	O DT 8/8
Not Used	N905	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	N906	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	N907	C040	Reference Identifier To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	O

Not Used	C04001	128	Reference Identification Qualifier Code qualifying the Reference Identification	M	ID 2/3
Not Used	C04002	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	M	AN 1/50
Not Used	C04003	128	Reference Identification Qualifier Code qualifying the Reference Identification	X	ID 2/3
Not Used	C04004	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN 1/50
Not Used	C04005	128	Reference Identification Qualifier Code qualifying the Reference Identification	X	ID 2/3
Not Used	C04006	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN 1/50

Segment:	MTX Text
Position:	3502
Loop:	AWD Optional
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To specify textual data
Syntax Notes:	<ol style="list-style-type: none"> 1 If MTX01 is present, then MTX02 is required. 2 If MTX03 is present, then MTX02 is required. 3 If MTX05 is present, then MTX04 is required.
Semantic Notes:	1 MTX05 is the number of lines to advance before printing.
Comments:	1 If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.
Notes:	<ol style="list-style-type: none"> 1. Use this segment also to provide additional text information related to the amount cited in the 2/AWD/2700 segment. 2. The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set. 3. This implementation convention limits the use of this segment to one time per AWD loop which allows for 4096 characters of text. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.

Data Element Summary

Ref.	Des.	Data Element	Name	Attributes
MTX01		363	Note Reference Code	O ID 3/3
			Code identifying the functional area or purpose for which the note applies	
			ADD Additional Information	
	MTX02	1551	Message Text	X AN 1/4096
			To transmit large volumes of message text	
Not Used	MTX03	1551	Message Text	O AN 1/4096
			To transmit large volumes of message text	
Not Used	MTX04	934	Printer Carriage Control Code	X ID 2/2
			A field to be used for the control of the line feed of the receiving printer	
Not Used	MTX05	1470	Number	O N0 1/9
			A generic number	
Not Used	MTX06	819	Language Code	O ID 2/3
			Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	

Segment: **HL** Hierarchical Level
Position: 0103
Loop: HL Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Purpose: To identify dependencies among and the content of hierarchically related groups of data segments

Syntax Notes:

Semantic Notes:

- Comments:**
- 1 The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to line-item data.
The HL segment defines a top-down/left-right ordered structure.
 - 2 HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
 - 3 HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
 - 4 HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
 - 5 HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

Notes: *This HL loop illustrates the submission of data required by California Form 640, Attachment - Government Agencies Reporting of "Other Payments to Influence Legislative Action"*

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	HL01	628	Hierarchical ID Number A unique number assigned by the sender to identify a particular data segment in a hierarchical structure <i>Use this data element to provide a unique number that can identify each HL loop. It is recommended that the first HL loop be identified by the number 1 in this data element and that each successive HL loop be incremented by 1.</i>	M AN 1/12
Not Used	HL02	734	Hierarchical Parent ID Number Identification number of the next higher hierarchical data segment that the data segment being described is subordinate to	O AN 1/12
M	HL03	735	Hierarchical Level Code Code defining the characteristic of a level in a hierarchical structure <i>1. This data element is used to identify the type of data that is being transmitted within the current HL loop.</i> <i>2. Each of the listed codes MUST be used only one time.</i>	M ID 1/2
		EB	Filer <i>1. Use this code to indicate that the data which follows in this HL loop is applicable to the entity that is submitting the data contained in this form 640.</i> <i>2. When this code is used, the 2/NM1/0700 loop MUST be used to identify the filer.</i>	
		EF	Expenditures <i>1. Use this code to indicate data related to itemized payments made to influence legislative or</i>	

				<p><i>administrative actions is being provided.</i></p> <p><i>2. When this code is used, the 2/NM1/0700 loop MUST be used to identify all of the payees, and the 2/AWD/2700 loop MUST be used to identify applicable amounts.</i></p>
		RP		Report
				<p><i>1. Use this code to indicate that the data which follows in this HL loop is information applicable to the form being submitted (e.g., form number and period covered).</i></p> <p><i>2. When this code is used, the 2/N9/0200 loop MUST be used to carry the associated information.</i></p>
Not Used	HL04	736	Hierarchical Child Code	O ID 1/1
			Code indicating if there are hierarchical child data segments subordinate to the level being described	

Segment:	N9	Reference Identification
Position:	0203	
Loop:	N9	Optional (Must Use)
Level:	Detail	
Usage:	Optional (Must Use)	
Max Use:	1	
Purpose:	To transmit identifying information as specified by the Reference Identification Qualifier	
Syntax Notes:	1	At least one of N902 or N903 is required.
	2	If N906 is present, then N905 is required.
	3	If either C04003 or C04004 is present, then the other is required.
	4	If either C04005 or C04006 is present, then the other is required.
Semantic Notes:	1	N906 reflects the time zone which the time reflects.
	2	N907 contains data relating to the value cited in N902.
Comments:		
Notes:	<p><i>When HL03 in the 2/HL/0100 segment is code RP, use of this segment is REQUIRED to identify the number of the form that is being submitted; and the original or amended filing identification number.</i></p>	

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N901	128	Reference Identification Qualifier	M ID 2/3
			Code qualifying the Reference Identification	
			FQ	Form Number
				<i>Use this code to indicate the number of the form that is being transmitted, i.e., F640.</i>
			O8	Original Filing
				<i>When BGN01 in the 1/BGN/0200 segment cites code 00, use of this code is REQUIRED to identify the original filing number. When this code is used, always cite 000 in N902. If the required number is not provided, the Secretary of State's office will reject the filing of the form 640.</i>
			OJ	Amendment Filing
				<i>When BGN01 in the 1/BGN/0200 segment is code CO, use of this code is REQUIRED to indicate the filing amendment number. When this code is used, the first amended filing should cite 001. Subsequent amended filings should increment the amended filing number by 1, e.g., 002, 003, etc. If the required number is not provided, the Secretary of State's office will reject the filing of the amended form 640.</i>
	N902	127	Reference Identification	X AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
Not Used	N903	369	Free-form Description	X AN 1/45
			Free-form descriptive text	
Not Used	N904	373	Date	O DT 8/8
			Date expressed as CCYYMMDD	
Not Used	N905	337	Time	X TM 4/8
			Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	
Not Used	N906	623	Time Code	O ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a	

Not Used	N907	C040	restricted character, + and - are substituted by P and M in the codes that follow Reference Identifier	O
Not Used	C04001	128	To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier Reference Identification Qualifier	M ID 2/3
Not Used	C04002	127	Code qualifying the Reference Identification Reference Identification	M AN 1/50
Not Used	C04003	128	Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Reference Identification Qualifier	X ID 2/3
Not Used	C04004	127	Code qualifying the Reference Identification Reference Identification	X AN 1/50
Not Used	C04005	128	Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Reference Identification Qualifier	X ID 2/3
Not Used	C04006	127	Code qualifying the Reference Identification Reference Identification	X AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	

Segment: **DTM** Date/Time Reference
Position: 0303
Loop: N9 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:

Comments:

Notes:

*When N901 in the 2/N9/0200 segment is code FQ, use of this segment is **REQUIRED** to identify the reporting period for the data contained in form 640.*

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	DTM01	374	Date/Time Qualifier	M ID 3/3
			Code specifying type of date or time, or both date and time	
			<i>Use this data element to cite a code that qualifies the date identified in DTM02.</i>	
		193	Period Start	
			<i>Use this code to indicate the "from" date for a reporting period.</i>	
		194	Period End	
			<i>Use this code to indicate the "through" date for a reporting period.</i>	
	DTM02	373	Date	X DT 8/8
			Date expressed as CCYYMMDD	
			<i>Use this data element to identify the date applicable to the qualifier code cited in DTM01.</i>	
Not Used	DTM03	337	Time	X TM 4/8
			Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	
Not Used	DTM04	623	Time Code	O ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	
Not Used	DTM05	1250	Date Time Period Format Qualifier	X ID 2/3
			Code indicating the date format, time format, or date and time format	
Not Used	DTM06	1251	Date Time Period	X AN 1/35
			Expression of a date, a time, or range of dates, times or dates and times	

Segment:	MTX Text
Position:	0603
Loop:	N9 Optional (Must Use)
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To specify textual data
Syntax Notes:	<ol style="list-style-type: none"> 1 If MTX01 is present, then MTX02 is required. 2 If MTX03 is present, then MTX02 is required. 3 If MTX05 is present, then MTX04 is required.
Semantic Notes:	1 MTX05 is the number of lines to advance before printing.
Comments:	1 If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.
Notes:	<ol style="list-style-type: none"> 1. <i>Use this segment to provide additional text information related to the report being filed.</i> 2. <i>The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set.</i> 3. <i>This implementation convention limits the use of this segment to one time which allows for 4096 characters of text. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.</i>

Data Element Summary

Ref.	Des.	Data Element	Name	Attributes
MTX01		363	Note Reference Code	O ID 3/3
			Code identifying the functional area or purpose for which the note applies	
			REP Report	
	MTX02	1551	Message Text	X AN 1/4096
			To transmit large volumes of message text	
Not Used	MTX03	1551	Message Text	O AN 1/4096
			To transmit large volumes of message text	
Not Used	MTX04	934	Printer Carriage Control Code	X ID 2/2
			A field to be used for the control of the line feed of the receiving printer	
Not Used	MTX05	1470	Number	O N0 1/9
			A generic number	
Not Used	MTX06	819	Language Code	O ID 2/3
			Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	

Segment:	NM1 Individual or Organizational Name
Position:	0703
Loop:	NM1 Optional (Must Use)
Level:	Detail
Usage:	Optional (Must Use)
Max Use:	1
Purpose:	To supply the full name of an individual or organizational entity
Syntax Notes:	1 If either NM108 or NM109 is present, then the other is required. 2 If NM111 is present, then NM110 is required.
Semantic Notes:	1 NM102 qualifies NM103.
Comments:	1 NM110 and NM111 further define the type of entity in NM101.
Notes:	1. When HL03 in the 2/HL/0100 segment is code EB, use this segment to identify the entity filing form 640. 2. When HL03 is code EF, use this segment as many times as necessary to identify all payees.

Data Element Summary				
	Ref. Des.	Data Element	Name	Attributes
M	NM101	98	Entity Identifier Code	M ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual	
			<i>Use this segment to qualify the entity identified in the following data elements.</i>	
			FN	Filer Name
			1. When HL03 in the 2/HL/0100 segment is code EB, use of this code is REQUIRED to indicate the entity submitting the data. 2. When this code is used, NM102 should cite code 2, the 2/N9/1200 segment MUST be used to provide a Secretary of State assigned electronic filer identification number, and the 2/AWD/2700 segment should be used to provide summary amounts.	
			PE	Payee
			1. When HL03 in the 2/HL/0100 segment is code EF, use this code to indicate a party receiving a payment of \$250 or more. 2. When this code is used, NM102 may cite code 1 or 2, and 2/AWD/2700 loop should be used to provide the payment amounts.	
M	NM102	1065	Entity Type Qualifier	M ID 1/1
			Code qualifying the type of entity	
			<i>Use this data element to identify the entity qualified in NM101 as an individual or an entity other than a person or committee.</i>	
			1	Person
			<i>Use this code to indicate an individual.</i>	
			2	Non-Person Entity
			<i>Use this code to indicate an entity other than an individual or committee.</i>	
Must Use	NM103	1035	Name Last or Organization Name	O AN 1/60
			Individual last name or organizational name	
			1. Use of this data element is REQUIRED to provide the name of an entity. 2. When NM102 is code 1 and the person has a moniker (nickname), use the 2/N2/0800 segment to provide the moniker.	

3. When NM102 is code 2 and the name of the entity is greater than 60 characters, use the 2/N2/0800 segment to provide the balance of the name.

	NM104	1036	Name First Individual first name	O	AN 1/35
	NM105	1037	Name Middle Individual middle name or initial	O	AN 1/25
	NM106	1038	Name Prefix Prefix to individual name	O	AN 1/10
	NM107	1039	Name Suffix Suffix to individual name	O	AN 1/10
Not Used	NM108	66	Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67)	X	ID 1/2
Not Used	NM109	67	Identification Code Code identifying a party or other code	X	AN 2/80
Not Used	NM110	706	Entity Relationship Code Code describing entity relationship	X	ID 2/2
Not Used	NM111	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual	O	ID 2/3

Segment:	N2	Additional Name Information
Position:	0803	
Loop:	NM1	Optional (Must Use)
Level:	Detail	
Usage:	Optional	
Max Use:	2	
Purpose:	To specify additional names	
Syntax Notes:		
Semantic Notes:		
Comments:		
Notes:	<p><i>1. When NM102 is code 1, and the person has a moniker (nickname), use this segment to provide the moniker.</i></p> <p><i>2. When NM102 is code 2, use this segment to provide the balance of an organization name that is greater than 60 characters.</i></p>	

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N201	93	Name	M AN 1/60
			Free-form name	
			<p><i>1. When providing a moniker, insert a space after the moniker and cite the numeric 1, 2, or 3.</i></p> <p><i>1 = moniker is before the first name</i> <i>2 = moniker is between the first and middle name</i> <i>3 = moniker is between the middle and last name</i></p>	
	N202	93	Name	O AN 1/60
			Free-form name	

Segment: N3 Address Information
Position: 0903
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes:

Use this segment to provide address information, e.g., a street number and name, a P.O. box number, an apartment number, a room number, etc., applicable to the entity identified in the 2/NM1/0700 segment.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N301	166	Address Information Address information	M AN 1/55
	N302	166	Address Information Address information	O AN 1/55

Segment:	N4 Geographic Location
Position:	1003
Loop:	NM1 Optional (Must Use)
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To specify the geographic place of the named party
Syntax Notes:	1 Only one of N402 or N407 may be present. 2 If N406 is present, then N405 is required. 3 If N407 is present, then N404 is required.
Semantic Notes:	
Comments:	1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location. 2 N402 is required only if city name (N401) is in the U.S. or Canada.
Notes:	<i>Use this segment to provide the city, state, and zip code portion of the address applicable to the entity identified in the 2/NM1/0700 segment.</i>

Data Element Summary				
	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>		
	N401	19	City Name	O AN 2/30
			Free-form text for city name	
	N402	156	State or Province Code	X ID 2/2
			Code (Standard State/Province) as defined by appropriate government agency	
Must Use	N403	116	Postal Code	O ID 3/15
			Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	
			<i>This data element MUST be used to provide a ZIP code.</i>	
Not Used	N404	26	Country Code	X ID 2/3
			Code identifying the country	
Not Used	N405	309	Location Qualifier	X ID 1/2
			Code identifying type of location	
Not Used	N406	310	Location Identifier	O AN 1/30
			Code which identifies a specific location	
Not Used	N407	1715	Country Subdivision Code	X ID 1/3
			Code identifying the country subdivision	

Segment:	N9	Reference Identification
Position:	1203	
Loop:	NM1	Optional (Must Use)
Level:	Detail	
Usage:	Optional	
Max Use:	>1	
Purpose:	To transmit identifying information as specified by the Reference Identification Qualifier	
Syntax Notes:	1 At least one of N902 or N903 is required. 2 If N906 is present, then N905 is required. 3 If either C04003 or C04004 is present, then the other is required. 4 If either C04005 or C04006 is present, then the other is required.	
Semantic Notes:	1 N906 reflects the time zone which the time reflects. 2 N907 contains data relating to the value cited in N902.	
Comments:		
Notes:	<i>When NM101 in the 2/NM1/0700 segment is code FN, also use this segment to provide a Secretary of State assigned electronic filer identification number.</i>	

Data Element Summary				
	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N901	128	Reference Identification Qualifier Code qualifying the Reference Identification <i>Use this data element to qualify the number cited in N902.</i> 1W Member Identification Number <i>Use this code to indicate the Secretary of State assigned electronic filer identification number.</i>	M ID 2/3
	N902	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/50
Not Used	N903	369	Free-form Description Free-form descriptive text	X AN 1/45
Not Used	N904	373	Date Date expressed as CCYYMMDD	O DT 8/8
Not Used	N905	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds (00-99) are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	N906	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	N907	C040	Reference Identifier To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	O
Not Used	C04001	128	Reference Identification Qualifier Code qualifying the Reference Identification	M ID 2/3
Not Used	C04002	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	M AN 1/50
Not Used	C04003	128	Reference Identification Qualifier Code qualifying the Reference Identification	X ID 2/3
Not Used	C04004	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/50

Not Used	C04005	128	Reference Identification Qualifier Code qualifying the Reference Identification	X	ID 2/3
Not Used	C04006	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN 1/50

Segment:	AWD Amount with Description
Position:	2703
Loop:	AWD Optional
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To specify a code and/or description with an associated amount
Syntax Notes:	1 Only one of AWD02 or AWD03 may be present. 2 At least one of AWD02 or AWD03 is required.
Semantic Notes:	1 AWD03 is used when information source provides non-numeric values.
Comments:	
Notes:	<p>1. When NM101 in the 2/NM1/0700 segment is code FN, use this segment to provide summary amounts.</p> <p>2. When NM101 is code PE, use this segment to provide payment amounts.</p> <p>3. When NM101 is code PE, each monetary transaction MUST be assigned a PERMANENT and UNIQUE monetary transaction identifier in the 2/N9/3100 segment by citing code TN in N901. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction and MUST be consistently used on all schedules and amendments for the same monetary transaction.</p> <p>4. This segment is used to identify a monetary amount in AWD02 and to qualify the amount by means of several codes cited in the composite data element AWD01. The receiving application must search each sub-data element in AWD01 to insure that the amount is properly identified. The following combination of codes should be used in AWD01 (AWD01-01 through AWD01 - 05) to qualify the following amounts:</p> <p><i>Other Payments to Influence Legislative or Administrative Action</i> <i>Amounts applicable when NM101 is code FN</i></p> <p><i>Total payments for overhead expenses related to lobbying activity:</i> AWD01-01 code EBZ AWD01-02 code BU</p> <p><i>Total payments to lobbying coalitions:</i> AWD01-01 code YW</p> <p><i>Total payments of less than \$250 during the calendar quarter for lobbying activity:</i> AWD01-01 code EBZ AWD01-09 code 05-A5</p> <p><i>Total payments of more than \$250 during the calendar quarter for lobbying activity:</i> AWD01-01 code EBZ AWD01-09 code 05-A4</p> <p><i>Grand Total of Other Payments to Influence Legislative or Administrative Action:</i> AWD01-01 ECR</p> <p><i>Amounts applicable when NM101 is code PE</i></p> <p><i>Amount this Quarter:</i> AWD01-01 code EBZ AWD01-03 code ED</p> <p><i>Cumulative Amount Since January 1:</i> AWD01-01 code EBZ AWD01-03 code 2 AWD01-05 code EA</p>

Data Element Summary					
	Ref. Des.	Data Element	Name	Attributes	
M	AWD01	C007	Amount Qualifying Description	M	
			To qualify an amount		
			Use this composite data element to provide multiple qualifies that identify the amount cited in AWD02.		
M	C00701	522	Amount Qualifier Code	M	ID 1/3
			Code to qualify amount		
			EBZ	Payment	
			When NM101 in the 2/NM1/0700 segment is code PE, use this code to indicate an other type of expenditure .		
			ECR	Utilities Expenses	
			Use this code to indicate Total Payments in Connection with PUC Activities.		
			YW	Paid	
			Use this code to indicate Total Payments to Lobbying Coalitions.		
	C00702	522	Amount Qualifier Code	O	ID 1/3
			Code to qualify amount		
			BU	Overhead Costs	
	C00703	1638	Value Detail Code	O	ID 1/1
			Code identifying extent of an amount or quantity		
			2	Cumulative	
Not Used	C00704	935	Measurement Significance Code	O	ID 2/2
			Code used to benchmark, qualify or further define a measurement value		
	C00705	344	Unit of Time Period or Interval	O	ID 2/2
			Code indicating the time period or interval		
			EA	Calendar Year-to-Date	
			ED	This Period	
Not Used	C00706	1637	Net/Gross Code	O	ID 1/1
			Code indicating whether monetary values are net or gross		
Not Used	C00707	935	Measurement Significance Code	O	ID 2/2
			Code used to benchmark, qualify or further define a measurement value		
Not Used	C00708	352	Description	O	AN 1/80
			A free-form description to clarify the related data elements and their content		
	C00709	1271	Industry Code	O	AN 1/30
			Code indicating a code from a specific industry code list		
			1. Use this data element to cite a code from Section 5 of the California Lobbyist Report Code List.		
			2. Cite either code 05-A4 or 05-A5 only.		
	AWD02	782	Monetary Amount	X	R 1/18
			Monetary amount		
			Use this segment to identify the monetary amount associated with the qualifier codes cited in the AWD01 composite data element.		
Not Used	AWD03	61	Free-Form Message	X	AN 1/30
			Free-form information		
Not Used	AWD04	100	Currency Code	O	ID 3/3
			Code (Standard ISO) for country in whose currency the charges are specified		

Segment:	N9	Reference Identification
Position:	3103	
Loop:	AWD	Optional
Level:	Detail	
Usage:	Optional	
Max Use:	>1	
Purpose:	To transmit identifying information as specified by the Reference Identification Qualifier	
Syntax Notes:	1 At least one of N902 or N903 is required. 2 If N906 is present, then N905 is required. 3 If either C04003 or C04004 is present, then the other is required. 4 If either C04005 or C04006 is present, then the other is required.	
Semantic Notes:	1 N906 reflects the time zone which the time reflects. 2 N907 contains data relating to the value cited in N902.	
Comments:		
Notes:	<p>1. When NM101 in the 2/NM1/0700 segment is code PE, use of this segment is REQUIRED to provide a PERMANENT and UNIQUE monetary transaction identifier applicable to amounts associated with a payee. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction associated with a payee. This same monetary transaction identifier MUST be used in all schedules where the monetary transaction is provided and in amendments to this data.</p> <p>2. The Secretary of State's office will reject the filing of the form 640 if this transaction identifier is not a provided.</p>	

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N901	128	Reference Identification Qualifier Code qualifying the Reference Identification TN Transaction Reference Number <i>Use this code to indicate a monetary transaction identifier applicable to an amount. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction associated with an entity. This same monetary transaction identifier MUST be used in all schedules where the monetary transaction is provided and in amendments.</i>	M ID 2/3
	N902	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/50
Not Used	N903	369	Free-form Description Free-form descriptive text	X AN 1/45
Not Used	N904	373	Date Date expressed as CCYYMMDD	O DT 8/8
Not Used	N905	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	N906	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	N907	C040	Reference Identifier To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	O

Not Used	C04001	128	Reference Identification Qualifier Code qualifying the Reference Identification	M	ID 2/3
Not Used	C04002	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	M	AN 1/50
Not Used	C04003	128	Reference Identification Qualifier Code qualifying the Reference Identification	X	ID 2/3
Not Used	C04004	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN 1/50
Not Used	C04005	128	Reference Identification Qualifier Code qualifying the Reference Identification	X	ID 2/3
Not Used	C04006	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN 1/50

Segment:	MTX Text
Position:	3503
Loop:	AWD Optional
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To specify textual data
Syntax Notes:	<ol style="list-style-type: none"> 1 If MTX01 is present, then MTX02 is required. 2 If MTX03 is present, then MTX02 is required. 3 If MTX05 is present, then MTX04 is required.
Semantic Notes:	1 MTX05 is the number of lines to advance before printing.
Comments:	1 If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.
Notes:	<ol style="list-style-type: none"> 1. Use this segment also to provide additional text information related to the amount cited in the 2/AWD/2700 segment. 2. The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set. 3. This implementation convention limits the use of this segment to one time per AWD loop which allows for 4096 characters of text. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.

Data Element Summary

Ref.	Des.	Data Element	Name	Attributes
MTX01		363	Note Reference Code	O ID 3/3
			Code identifying the functional area or purpose for which the note applies	
			ADD Additional Information	
	MTX02	1551	Message Text	X AN 1/4096
			To transmit large volumes of message text	
Not Used	MTX03	1551	Message Text	O AN 1/4096
			To transmit large volumes of message text	
Not Used	MTX04	934	Printer Carriage Control Code	X ID 2/2
			A field to be used for the control of the line feed of the receiving printer	
Not Used	MTX05	1470	Number	O N0 1/9
			A generic number	
Not Used	MTX06	819	Language Code	O ID 2/3
			Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	

Segment: **HL** Hierarchical Level
Position: 0104
Loop: HL Optional (Must Use)
Level: Detail
Usage: Optional (Must Use)
Max Use: 1
Purpose: To identify dependencies among and the content of hierarchically related groups of data segments

Syntax Notes:

Semantic Notes:

- Comments:**
- 1 The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to line-item data.
The HL segment defines a top-down/left-right ordered structure.
 - 2 HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
 - 3 HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
 - 4 HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
 - 5 HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

Notes: *This HL loop illustrates the submission of data required by California Form 615, Lobbyist Report.*

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	HL01	628	Hierarchical ID Number A unique number assigned by the sender to identify a particular data segment in a hierarchical structure <i>Use this data element to provide a unique number that can identify each HL loop. It is recommended that the first HL loop be identified by the number 1 in this data element and that each successive HL loop be incremented by 1.</i>	M AN 1/12
Not Used	HL02	734	Hierarchical Parent ID Number Identification number of the next higher hierarchical data segment that the data segment being described is subordinate to	O AN 1/12
M	HL03	735	Hierarchical Level Code Code defining the characteristic of a level in a hierarchical structure <i>1. This data element is used to identify the type of data that is being transmitted within the current HL loop.</i> <i>2. Each of the listed codes MUST be used only one time.</i>	M ID 1/2
		EB	Filer <i>1. Use this code to indicate that the data which follows in this HL loop is applicable to the entity that is submitting the data contained in this form 615.</i> <i>2. When this code is used, the 2/NM1/0700 loop MUST be used to identify the filer.</i>	
		EF	Expenditures <i>1. Use this code to indicate data related to payments made is being provided.</i>	

Not Used	HL04	736	Hierarchical Child Code	O ID 1/1	2. When this code is used, the 2/NM1/0700 loop MUST be used to identify all of the payees, and the 2/AWD/2700 loop MUST be used to identify applicable amounts.	
					RP	Report
						1. Use this code to indicate that the data which follows in this HL loop is information applicable to the form being submitted (e.g., form number and report period covered).
						2. When this code is used, the 2/N9/0200 loop MUST be used to carry the associated information.
					ZZ	Mutually Defined
					1. Use this code to indicate data related to contributions made is being provided.	
					2. When this code is used, the 2/NM1/0700 loop MUST be used to identify all of the recipients of a contribution, and the 2/AWD/2700 loop MUST be used to identify applicable amounts.	

Segment:	N9	Reference Identification
Position:	0204	
Loop:	N9	Optional (Must Use)
Level:	Detail	
Usage:	Optional (Must Use)	
Max Use:	1	
Purpose:	To transmit identifying information as specified by the Reference Identification Qualifier	
Syntax Notes:	1	At least one of N902 or N903 is required.
	2	If N906 is present, then N905 is required.
	3	If either C04003 or C04004 is present, then the other is required.
	4	If either C04005 or C04006 is present, then the other is required.
Semantic Notes:	1	N906 reflects the time zone which the time reflects.
	2	N907 contains data relating to the value cited in N902.
Comments:		
Notes:	<i>When HL03 in the 2/HL/0100 segment is code RP, use of this segment is REQUIRED to identify the number of the form that is being submitted; and the original or amended filing identification number.</i>	

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N901	128	Reference Identification Qualifier	M ID 2/3
			Code qualifying the Reference Identification	
			FQ	Form Number
				<i>Use this code to indicate the number of the form that is being transmitted, i.e., F615.</i>
			O8	Original Filing
				<i>When BGN01 in the 1/BGN/0200 segment cites code 00, use of this code is REQUIRED to identify the original filing number. When this code is used, always cite 000 in N902. If the required number is not provided, the Secretary of State's office will reject the filing of the form 615.</i>
			OJ	Amendment Filing
				<i>When BGN01 in the 1/BGN/0200 segment is code CO, use of this code is REQUIRED to indicate the filing amendment number. When this code is used, the first amended filing should cite 001. Subsequent amended filings should increment the amended filing number by 1, e.g., 002, 003, etc. If the required number is not provided, the Secretary of State's office will reject the filing of the amended form 615.</i>
	N902	127	Reference Identification	X AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
Not Used	N903	369	Free-form Description	X AN 1/45
			Free-form descriptive text	
Not Used	N904	373	Date	O DT 8/8
			Date expressed as CCYYMMDD	
Not Used	N905	337	Time	X TM 4/8
			Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	
Not Used	N906	623	Time Code	O ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a	

Not Used	N907	C040	restricted character, + and - are substituted by P and M in the codes that follow Reference Identifier	O
Not Used	C04001	128	To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier Reference Identification Qualifier	M ID 2/3
Not Used	C04002	127	Code qualifying the Reference Identification Reference Identification	M AN 1/50
Not Used	C04003	128	Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Reference Identification Qualifier	X ID 2/3
Not Used	C04004	127	Code qualifying the Reference Identification Reference Identification	X AN 1/50
Not Used	C04005	128	Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Reference Identification Qualifier	X ID 2/3
Not Used	C04006	127	Code qualifying the Reference Identification Reference Identification	X AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	

Segment: **DTM** Date/Time Reference
Position: 0304
Loop: N9 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:

Comments:

Notes:

*When N901 in the 2/N9/0200 segment is code FQ, use of this segment is **REQUIRED** to identify the reporting period for the data contained in form 615.*

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
				M	ID 3/3
M	DTM01	374	Date/Time Qualifier		
			Code specifying type of date or time, or both date and time		
			<i>Use this data element to cite a code that qualifies the date identified in DTM02.</i>		
		193	Period Start		
			<i>Use this code to indicate the "from" date for a reporting period.</i>		
		194	Period End		
			<i>Use this code to indicate the "through" date for a reporting period.</i>		
	DTM02	373	Date	X	DT 8/8
			Date expressed as CCYYMMDD		
			<i>Use this data element to identify the date applicable to the qualifier code cited in DTM01.</i>		
Not Used	DTM03	337	Time	X	TM 4/8
			Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)		
Not Used	DTM04	623	Time Code	O	ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow		
Not Used	DTM05	1250	Date Time Period Format Qualifier	X	ID 2/3
			Code indicating the date format, time format, or date and time format		
Not Used	DTM06	1251	Date Time Period	X	AN 1/35
			Expression of a date, a time, or range of dates, times or dates and times		

Segment: LQ Industry Code
Position: 0504
Loop: N9 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: Code to transmit standard industry codes
Syntax Notes: 1 If LQ01 is present, then LQ02 is required.
Semantic Notes:
Comments:
Notes:

1. When N901 in the 2/N9/0200 segment is code FQ, use this segment to identify the whether or not the filer has expenses or contributions to report.
2. Whether contributions were or were not made and whether expenses were incurred or paid are identified by codes contained in the California Lobbyist Report Code List which is maintained by the Office of the Secretary of State.
3. All codes contained in the California Lobbyist Code List have the following structure: Two numeric characters to identify a section in the code list, followed by a hyphen, followed by 1, 2, or 3, alpha/numeric characters.

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
LQ01	1270	Code List Qualifier Code	O ID 1/3
		Code identifying a specific industry code list	
		Use this data element to identify the code list that contains the code specified in LQ02.	
		ECU California Lobbyist Report Codes	
LQ02	1271	Industry Code	X AN 1/30
		Code indicating a code from a specific industry code list	
		Use this data element to specify whether or not contributions were made during this report period and/or to identify whether or not expenses were incurred or paid during the report period. Enter a code from section 02 of the California Lobbyist Report Code List.	

Segment:	MTX Text
Position:	0604
Loop:	N9 Optional (Must Use)
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To specify textual data
Syntax Notes:	<ol style="list-style-type: none"> 1 If MTX01 is present, then MTX02 is required. 2 If MTX03 is present, then MTX02 is required. 3 If MTX05 is present, then MTX04 is required.
Semantic Notes:	1 MTX05 is the number of lines to advance before printing.
Comments:	1 If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.
Notes:	<ol style="list-style-type: none"> 1. Use this segment to provide additional text information related to the report being filed. 2. The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set. 3. This implementation convention limits the use of this segment to one time which allows for 4096 characters of text. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.

Data Element Summary

Ref.	Des.	Data Element	Name	Attributes
MTX01		363	Note Reference Code	O ID 3/3
			Code identifying the functional area or purpose for which the note applies	
			REP Report	
	MTX02	1551	Message Text	X AN 1/4096
			To transmit large volumes of message text	
Not Used	MTX03	1551	Message Text	O AN 1/4096
			To transmit large volumes of message text	
Not Used	MTX04	934	Printer Carriage Control Code	X ID 2/2
			A field to be used for the control of the line feed of the receiving printer	
Not Used	MTX05	1470	Number	O N0 1/9
			A generic number	
Not Used	MTX06	819	Language Code	O ID 2/3
			Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	

Segment:	NM1 Individual or Organizational Name
Position:	0704
Loop:	NM1 Optional (Must Use)
Level:	Detail
Usage:	Optional (Must Use)
Max Use:	1
Purpose:	To supply the full name of an individual or organizational entity
Syntax Notes:	<ol style="list-style-type: none"> 1 If either NM108 or NM109 is present, then the other is required. 2 If NM111 is present, then NM110 is required.
Semantic Notes:	1 NM102 qualifies NM103.
Comments:	1 NM110 and NM111 further define the type of entity in NM101.
Notes:	<ol style="list-style-type: none"> 1. When HL03 in the 2/HL/0100 segment is code EB, use this segment to identify the entity filing form 615 and the filer's employer or firm. 2. When HL03 is code EF, use this segment as many times as necessary to identify all payees and associated entities (party benefiting from a payment to a payee; or a vendor who received distributed payments from a credit card company). 3. When HL03 is code ZZ, use this segment as many times as necessary to identify all recipients of contributions. 4. Each entity identified in NM101 that is associated with another entity (e.g., party benefiting from a payment to a payee or a vendor paid by a credit card company, etc.), MUST be assigned a cross reference number in the 2/N9/1200 segment. The cross reference number will link entities, therefore MUST be unique and the same for each group of related entities. Cite code 6O in N901 and provide the cross reference number in N902.

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
M	NM101	98 Entity Identifier Code	M ID 2/3
		Code identifying an organizational entity, a physical location, property or an individual	
		Use this segment to qualify the entity identified in the following data elements.	
	31	Postal Mailing Address	<ol style="list-style-type: none"> 1. When HL03 in the 2/HL/0100 segment is code EB and NM101 is code FN, use this code to indicate the mailing address of the filer if different than the business address. 2. When this code is used, NM102 should cite code 2.
	36	Employer	<ol style="list-style-type: none"> 1. When HL03 in the 2/HL/0100 segment is code EB and NM101 is code FN, use this code to indicate the employer of the filer. 2. When this code is used, NM102 should cite code 2.
	40	Receiver	<ol style="list-style-type: none"> 1. When HL03 in the 2/HL/0100 segment is code ZZ, use this code to indicate a recipient of a contribution. 2. When this code is used, NM102 may cite code 1, 2, or 6; and the 2/AWD/2700 segment should be used to provide the contribution amount. 3. When this code is used and NM102 is code 6, NM108/09 should be used to provide a state assigned

EAR	<p>identification number.</p> <p>Lobbying Firm</p> <p><i>1. When HL03 in the 2/HL/0100 segment is code EB and NM101 is code FN, use this code to indicate the lobbying firm or coalition with which the filer is associated.</i></p>
EAW	<p>Party to Benefit</p> <p><i>1. When HL03 in the 2/HL/0100 segment is code EF and NM101 is code PE or VN, use this code to indicate a reportable party who benefited from a payment or incurred expense.</i></p> <p><i>2. When this code is used, NM102 should cite code 1, the 2/N9/1200 segment MUST be used to provide a cross reference number, the 2/TPB/1600 segment should be used to identify the official position of the entity, and the 2/AWD/2700 segment should be used to provide the benefit amount.</i></p>
FN	<p>Filer Name</p> <p><i>1. When HL03 in the 2/HL/0100 segment is code EB, use of this code is REQUIRED to indicate the entity submitting the data.</i></p> <p><i>2. When this code is used, NM102 should cite code and the following segments MUST be used: the 2/N9/1200 segment to provide a Secretary of State assigned electronic filer identification number and a Personal Identification Number that represents the filer's signature and verification; the 2/DTM/1300 segment to provide the date the form 615 was signed; the 2/NX2/1400 segment to identify the location where the form 615 was signed and the 2/LQ/2100 segment to provide a verification statement.</i></p>
PE	<p>Payee</p> <p><i>1. When HL03 in the 2/HL/0100 segment is code EF, use this code to indicate the payee of a payment made or expense incurred in conjunction with lobbying activities. If multiple payments were made to the same payee, use a separate NM1 loop for each payment, repeating the name and address of the payee each time and identify the related amount in the 2/AWD/2700 loop.</i></p> <p><i>2. When this code is used, additional iterations of this NM1 segment are necessary, with NM101 citing code EAW, to identify the reportable person who benefited from the payment or incurred expense.</i></p> <p><i>3. When this code is used, NM102 may cite code 1 or 2; the 2/N9/1200 segment MUST be used to provide a cross reference number and 2/AWD/2700 loop MUST be used to provide the amount of the payment or incurred expense.</i></p>
VN	<p>Vendor</p> <p><i>1. When HL03 in the 2/HL/0100 segment is code EF and NM101 is code XA, use this code to indicate the vendor who ultimately received payment through a credit card company.</i></p>

				<p>2. When this code is used, NM102 may be code 1 or 2, and additional iterations of this NM1 segment are REQUIRED with NM101 citing code EAW to identify the reportable person who benefited from the payment or incurred expense, the 2/N9/1200 segment MUST be used to provide a cross reference number, and the 2/AWD/2700 loop should be used to identify the portion of credit card payment received by the vendor or the amount charged on a credit card applicable to the vendor.</p>
			XA	Creditor
				<p>1. When HL03 in the 2/HL/0100 segment is code EF, use this code to indicate the name of the credit card company to which payment was made or an incurred expense was charged.</p> <p>2. When this code is used, additional iterations of this NM1 segment are REQUIRED with NM101 citing code VN, to identify the vendors who ultimately received payment from the credit card company.</p> <p>3. When this code is used, NM101 should cite code 2, the 2/N9/1200 segment MUST be used to provide a cross reference number, and the 2/AWD/2700 segment should be used to provide the amount of the payment or incurred expense.</p>
M	NM102	1065	Entity Type Qualifier	M ID 1/1
			Code qualifying the type of entity	
			Use this data element to identify the entity qualified in NM101 as an individual, a committee, or an entity other than a person or committee.	
		1	Person	
			Use this code to indicate an individual.	
		2	Non-Person Entity	
			Use this code to indicate an entity other than an individual or committee.	
		6	Organization	
			Use this code to indicate a committee.	
Must Use	NM103	1035	Name Last or Organization Name	O AN 1/60
			Individual last name or organizational name	
			1. Use of this data element is REQUIRED to provide the name of an entity.	
			2. When NM102 is code 1 and the person has a moniker (nickname), use the 2/N2/0800 segment to provide the moniker.	
			3. When NM102 is code 2 or 6 and the name of the entity or committee is greater than 60 characters, use the 2/N2/0800 segment to provide the balance of the name.	
	NM104	1036	Name First	O AN 1/35
			Individual first name	
	NM105	1037	Name Middle	O AN 1/25
			Individual middle name or initial	
	NM106	1038	Name Prefix	O AN 1/10
			Prefix to individual name	
	NM107	1039	Name Suffix	O AN 1/10
			Suffix to individual name	
	NM108	66	Identification Code Qualifier	X ID 1/2

Code designating the system/method of code structure used for Identification Code (67)

When NM101 is code 40 and NM102 is code 6, use this data element to qualify the identification number in NM109.

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State or Province Assigned Number

Use this code to indicate the state assigned committee identification number.

	NM109	67	Identification Code	X	AN 2/80
			Code identifying a party or other code		
			<i>Use this data element to provide the state assigned committee identification number.</i>		
Not Used	NM110	706	Entity Relationship Code	X	ID 2/2
			Code describing entity relationship		
Not Used	NM111	98	Entity Identifier Code	O	ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual		

Segment:	N2	Additional Name Information
Position:	0804	
Loop:	NM1	Optional (Must Use)
Level:	Detail	
Usage:	Optional	
Max Use:	2	
Purpose:	To specify additional names	
Syntax Notes:		
Semantic Notes:		
Comments:		
Notes:	<p><i>1. When NM102 is code 1, and the person has a moniker (nickname), use this segment to provide the moniker.</i></p> <p><i>2. When NM102 is code 2 or 6, use this segment to provide the balance of an organization name that is greater than 60 characters.</i></p>	

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N201	93	Name	M AN 1/60
			Free-form name	
			<p><i>1. When providing a moniker, insert a space after the moniker and cite the numeric 1, 2, or 3.</i></p> <p><i>1 = moniker is before the first name</i> <i>2 = moniker is between the first and middle name</i> <i>3 = moniker is between the middle and last name</i></p>	
	N202	93	Name	O AN 1/60
			Free-form name	

Segment: N3 Address Information
Position: 0904
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes:

Use this segment to provide address information, e.g., a street number and name, a P.O. box number, an apartment number, a room number, etc., applicable to the entity identified in the 2/NM1/0700 segment.

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	N301	166	Address Information Address information	M AN 1/55
	N302	166	Address Information Address information	O AN 1/55

Segment:	N4 Geographic Location
Position:	1004
Loop:	NM1 Optional (Must Use)
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To specify the geographic place of the named party
Syntax Notes:	1 Only one of N402 or N407 may be present. 2 If N406 is present, then N405 is required. 3 If N407 is present, then N404 is required.
Semantic Notes:	
Comments:	1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location. 2 N402 is required only if city name (N401) is in the U.S. or Canada.
Notes:	<i>Use this segment to provide the city, state, and zip code portion of the address applicable to the entity identified in the 2/NM1/0700 segment.</i>

Data Element Summary				
	<u>Ref.</u>	<u>Data</u>	<u>Name</u>	<u>Attributes</u>
	N401	19	City Name Free-form text for city name	O AN 2/30
	N402	156	State or Province Code Code (Standard State/Province) as defined by appropriate government agency	X ID 2/2
Must Use	N403	116	Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States) <i>This data element MUST be used to provide a ZIP code.</i>	O ID 3/15
Not Used	N404	26	Country Code Code identifying the country	X ID 2/3
Not Used	N405	309	Location Qualifier Code identifying type of location	X ID 1/2
Not Used	N406	310	Location Identifier Code which identifies a specific location	O AN 1/30
Not Used	N407	1715	Country Subdivision Code Code identifying the country subdivision	X ID 1/3

Segment: **PER Administrative Communications Contact**
Position: 1104
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To identify a person or office to whom administrative communications should be directed
Syntax Notes:

- 1 If either PER03 or PER04 is present, then the other is required.
- 2 If either PER05 or PER06 is present, then the other is required.
- 3 If either PER07 or PER08 is present, then the other is required.

Semantic Notes:

Comments:

Notes:

When NM101 in the 2/NM1/0700 segment is code FN, use this segment to provide up to 3 communication numbers.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	PER01	366	Contact Function Code Code identifying the major duty or responsibility of the person or group named <i>Use this data element to qualify the party associated with the communication numbers provided in the following data elements.</i> IC Information Contact	M ID 2/2
Not Used	PER02	93	Name Free-form name	O AN 1/60
	PER03	365	Communication Number Qualifier Code identifying the type of communication number TE Telephone	X ID 2/2
	PER04	364	Communication Number Complete communications number including country or area code when applicable <i>The telephone number shall be transmitted as a continuous number. Include the area code and extension, if applicable. Concatenate the letter X plus the extension at the end of the number, e.g., 7035551212X123.</i>	X AN 1/256
	PER05	365	Communication Number Qualifier Code identifying the type of communication number EM Electronic Mail <i>Use to indicate an e-mail address.</i>	X ID 2/2
	PER06	364	Communication Number Complete communications number including country or area code when applicable	X AN 1/256
	PER07	365	Communication Number Qualifier Code identifying the type of communication number FX Facsimile	X ID 2/2
	PER08	364	Communication Number Complete communications number including country or area code when applicable	X AN 1/256
Not Used	PER09	443	Contact Inquiry Reference Additional reference number or description to clarify a contact number	O AN 1/20

Segment:	N9 Reference Identification
Position:	1204
Loop:	NM1 Optional (Must Use)
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To transmit identifying information as specified by the Reference Identification Qualifier
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of N902 or N903 is required. 2 If N906 is present, then N905 is required. 3 If either C04003 or C04004 is present, then the other is required. 4 If either C04005 or C04006 is present, then the other is required.
Semantic Notes:	<ol style="list-style-type: none"> 1 N906 reflects the time zone which the time reflects. 2 N907 contains data relating to the value cited in N902.
Comments:	
Notes:	<ol style="list-style-type: none"> 1. When NM101 in the 2/NM1/0700 segment is code FN, also use this segment to provide a Secretary of State assigned electronic filer identification number and a Personal Identification Number (PIN) that represents the entity's verification and signature of the form 615. 2. When NM101 is code EAW, PE, VN, or XA, use of this segment is REQUIRED to provide a cross reference number that associates one entity to another. The cross reference number MUST be unique and the same for each group of related entities.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N901	128	Reference Identification Qualifier Code qualifying the Reference Identification <i>Use this data element to qualify the number cited in N902.</i>	M ID 2/3
			1W Member Identification Number <i>Use this code to indicate the Secretary of State assigned electronic filer identification number.</i>	
			4A Personal Identification Number (PIN)	
			6O Cross Reference Number <i>Use this code to indicate a cross reference number that is used to associate entities identified in the 2/NM1/0700 segment.</i>	
	N902	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/50
Not Used	N903	369	Free-form Description Free-form descriptive text	X AN 1/45
Not Used	N904	373	Date Date expressed as CCYYMMDD	O DT 8/8
Not Used	N905	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	N906	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	N907	C040	Reference Identifier To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	O

Not Used	C04001	128	Reference Identification Qualifier Code qualifying the Reference Identification	M	ID 2/3
Not Used	C04002	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	M	AN 1/50
Not Used	C04003	128	Reference Identification Qualifier Code qualifying the Reference Identification	X	ID 2/3
Not Used	C04004	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN 1/50
Not Used	C04005	128	Reference Identification Qualifier Code qualifying the Reference Identification	X	ID 2/3
Not Used	C04006	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN 1/50

Segment: **DTM** **Date/Time Reference**
Position: 1304
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:

Comments:

Notes:

When N901 in the 2/N9/1200 segment is code 4A, use this segment to identify the date the form 615 was signed.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	DTM01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time EDE Executed <i>Use this code to indicate the date the form 615 was signed.</i>	M ID 3/3
	DTM02	373	Date Date expressed as CCYYMMDD	X DT 8/8
Not Used	DTM03	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	DTM04	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	DTM05	1250	Date Time Period Format Qualifier Code indicating the date format, time format, or date and time format	X ID 2/3
Not Used	DTM06	1251	Date Time Period Expression of a date, a time, or range of dates, times or dates and times	X AN 1/35

Segment: **NX2** Location ID Component
Position: 1404
Loop: NM1 Optional (Must Use)
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To define types and values of a geographic location
Syntax Notes:
Semantic Notes:
Comments:
Notes:

When N901 in the 2/N9/1200 segment cites code 4A, use this segment to identify the location where the form 615 was signed.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	NX201	1106	Address Component Qualifier Code qualifying the type of address component 17 Unstructured City and State	M ID 2/2
M	NX202	166	Address Information Address information <i>Use this segment to identify the city and state where the form 615 was signed. The full name of the city, followed by a comma, followed by the 2 position state code is preferred.</i>	M AN 1/55
Not Used	NX203	1096	County Designator Code identifying the county within a state	O ID 5/5

Segment:	TPB Business Professional Title
Position:	1604
Loop:	NM1 Optional (Must Use)
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To identify title of an individual within a company
Syntax Notes:	1 At least one of TPB01 or TPB02 is required. 2 If TPB03 is present, then TPB01 is required. 3 If TPB04 is present, then TPB03 is required.
Semantic Notes:	1 TPB02 is free-form description of the title.
Comments:	
Notes:	<i>When NM101 is code EAW, use this segment to identify the official position of the benefiting party.</i>

Data Element Summary			
Ref.	Data	Name	Attributes
Des.	Element		
TPB01	1634	Business Professional Title Code	X ID 1/3
		Code identifying title of an individual within a business	
		<i>Use one of the listed codes to specify the title. When code 1O is selected, identify the title in text in TPB02.</i>	
		6	Assistant Treasurer
		7	Assistant Vice President
		9	Attorney
		1E	Manager
		1K	Member of the Board of Directors
		1O	Other Title
		1P	Owner
		1Q	Partner
		1S	President
		2B	Senior Vice President
		2E	Treasurer
		2H	Vice President
		N	Comptroller
		W	General Counsel
TPB02	933	Free-Form Message Text	X AN 1/264
		Free-form message text	
		<i>When TPB01 is code 1O, use this data element to identify the title or position.</i>	
Not Used	TPB03	Agency Qualifier Code	X ID 2/2
		Code identifying the agency assigning the code values	
Not Used	TPB04	Source Subqualifier	O AN 1/15
		A reference that indicates the table or text maintained by the Source Qualifier	

Segment: **LQ** **Industry Code**
Position: 2104
Loop: LQ Optional
Level: Detail
Usage: Optional
Max Use: 1
Purpose: Code to transmit standard industry codes
Syntax Notes: 1 If LQ01 is present, then LQ02 is required.
Semantic Notes:
Comments:
Notes:

When NM101 in the 2/NM1/0700 segment is code FN, use this segment to provide a verification statement.

3. The verification statement is identified by a code contained in the California Lobbyist Report Code List which is maintained by the Office of the Secretary of State.

4. All codes contained in the California Lobbyist Report Code List have the following structure: Two numeric characters to identify a section in the code list, followed by a hyphen, followed by 1, 2, or 3, alpha/numeric characters.

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
LQ01	1270	Code List Qualifier Code	O ID 1/3
		Code identifying a specific industry code list	
		<i>Use this data element to identify the code list that contains the code specified in LQ02.</i>	
		ECU	California Lobbyist Report Codes
LQ02	1271	Industry Code	X AN 1/30
		Code indicating a code from a specific industry code list	
		<i>When NM101 is code FN, enter a code from section 01 of the California Lobbyist Report Code List.</i>	

Segment:	AWD Amount with Description
Position:	2704
Loop:	AWD Optional
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To specify a code and/or description with an associated amount
Syntax Notes:	1 Only one of AWD02 or AWD03 may be present. 2 At least one of AWD02 or AWD03 is required.
Semantic Notes:	1 AWD03 is used when information source provides non-numeric values.
Comments:	
Notes:	<p>1. When NM101 is code PE or XA, use this segment to provide the amount paid or expense incurred.</p> <p>2. When NM101 is code EAW, use this segment to provide the benefit amount.</p> <p>3. When NM101 is code VN, use this segment to provide the portion of a credit card payment received by a vendor or the amount charged on a credit card applicable to a vendor.</p> <p>4. When NM101 is code 40, use this segment to provide the contribution amount.</p> <p>5. When NM101 is code 40, EAW, PE, VN, or XA, each monetary transaction MUST be assigned a PERMANENT and UNIQUE monetary transaction identifier in the 2/N9/3100 segment by citing code TN in N901. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction and MUST be consistently used on all schedules and amendments for the same monetary transaction.</p> <p>6. This segment is used to identify a monetary amount in AWD02 and to qualify the amount by means of several codes cited in the composite data element AWD01. The receiving application must search each sub-data element in AWD01 to insure that the amount is properly identified. The following combination of codes should be used in AWD01 (AWD01-01 through AWD01 - 05) to qualify the following amounts:</p> <p>Form 615 Part I, Activity Expenses Paid, Incurred, Arranged or Provided by the Lobbyist</p> <p>Amounts applicable when NM101 is code PE or XA Total Amount of Activity: AWD01-01 code FS</p> <p>Amounts applicable when NM101 is code EAW. Benefit Amount: AWD01-01 code B1</p> <p>Amounts applicable when NM101 is code VN. Attributed Amount: AWD01-01 code FS AWD01-09 code 05-A3</p> <p>Form 615 Part II, Campaign Contributions Made or Delivered</p> <p>Amounts applicable when NM101 is code 40 Amount: AWD01-01 code 93</p>

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>Attributes</u>
M	AWD01	C007	Amount Qualifying Description To qualify an amount	M
			<i>Use this composite data element to provide multiple qualifies that identify the amount cited in AWD02.</i>	
M	C00701	522	Amount Qualifier Code Code to qualify amount	M ID 1/3
		93	Contribution	
			<i>Use this code in conjunction with AWD01-02 code 4L to indicate a cash contribution or in conjunction with AWD01-03 code 8 to indicate total contributions.</i>	
		B1	Benefit Amount	
		FS	Expense	
			<i>Use this code top indicate Activity Expenses.</i>	
Not Used	C00702	522	Amount Qualifier Code Code to qualify amount	O ID 1/3
Not Used	C00703	1638	Value Detail Code Code identifying extent of an amount or quantity	O ID 1/1
Not Used	C00704	935	Measurement Significance Code Code used to benchmark, qualify or further define a measurement value	O ID 2/2
Not Used	C00705	344	Unit of Time Period or Interval Code indicating the time period or interval	O ID 2/2
Not Used	C00706	1637	Net/Gross Code Code indicating whether monetary values are net or gross	O ID 1/1
Not Used	C00707	935	Measurement Significance Code Code used to benchmark, qualify or further define a measurement value	O ID 2/2
Not Used	C00708	352	Description A free-form description to clarify the related data elements and their content	O AN 1/80
	C00709	1271	Industry Code Code indicating a code from a specific industry code list	O AN 1/30
			<i>1. Use this data element to cite a code from Section 5 of the California Lobbyist Report Code List.</i>	
			<i>2. Cite code 05-A3 only.</i>	
	AWD02	782	Monetary Amount Monetary amount	X R 1/18
			<i>Use this segment to identify the monetary amount associated with the qualifier codes cited in the AWD01 composite data element.</i>	
Not Used	AWD03	61	Free-Form Message Free-form information	X AN 1/30
Not Used	AWD04	100	Currency Code Code (Standard ISO) for country in whose currency the charges are specified	O ID 3/3

Segment: **DTM** **Date/Time Reference**
Position: 2804
Loop: AWD Optional
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify pertinent dates and times
Syntax Notes:

- 1 At least one of DTM02 DTM03 or DTM05 is required.
- 2 If DTM04 is present, then DTM03 is required.
- 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:

Comments:

Notes:

1. When AWD01-01 is code FS, use this segment to identify the date of the payment.
2. When AWD01-01 is code 40, use this segment to identify the date of the contribution.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	DTM01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time 666 Date Paid EDD Contribution	M ID 3/3
	DTM02	373	Date Date expressed as CCYYMMDD	X DT 8/8
Not Used	DTM03	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	DTM04	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	DTM05	1250	Date Time Period Format Qualifier Code indicating the date format, time format, or date and time format	X ID 2/3
Not Used	DTM06	1251	Date Time Period Expression of a date, a time, or range of dates, times or dates and times	X AN 1/35

Segment:	N9 Reference Identification
Position:	3104
Loop:	AWD Optional
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To transmit identifying information as specified by the Reference Identification Qualifier
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of N902 or N903 is required. 2 If N906 is present, then N905 is required. 3 If either C04003 or C04004 is present, then the other is required. 4 If either C04005 or C04006 is present, then the other is required.
Semantic Notes:	<ol style="list-style-type: none"> 1 N906 reflects the time zone which the time reflects. 2 N907 contains data relating to the value cited in N902.
Comments:	
Notes:	

*1. When NM101 in the 2/NM1/0700 segment is code 40, EAW, PE, VN, or XA, use of this segment is **REQUIRED** to provide a **PERMANENT** and **UNIQUE** monetary transaction identifier applicable to amounts associated with a payee. This monetary transaction identifier **MUST** be the same for all amounts within the same monetary transaction associated with a payee. This same monetary transaction identifier **MUST** be used in all schedules where the monetary transaction is provided and in amendments to this data.*

2. The Secretary of State's office will reject the filing of the form 615 if this transaction identifier is not a provided.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N901	128	Reference Identification Qualifier Code qualifying the Reference Identification TN Transaction Reference Number <i>Use this code to indicate a monetary transaction identifier applicable to an amount. This monetary transaction identifier MUST be the same for all amounts within the same monetary transaction associated with an entity. This same monetary transaction identifier MUST be used in all schedules where the monetary transaction is provided and in amendments.</i>	M ID 2/3
	N902	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/50
Not Used	N903	369	Free-form Description Free-form descriptive text	X AN 1/45
Not Used	N904	373	Date Date expressed as CCYYMMDD	O DT 8/8
Not Used	N905	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	N906	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	N907	C040	Reference Identifier To identify one or more reference numbers or identification numbers as	O

Not Used	C04001	128	specified by the Reference Qualifier Reference Identification Qualifier	M	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04002	127	Reference Identification	M	AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
Not Used	C04003	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04004	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
Not Used	C04005	128	Reference Identification Qualifier	X	ID 2/3
			Code qualifying the Reference Identification		
Not Used	C04006	127	Reference Identification	X	AN 1/50
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		

Segment:	N1 Name
Position:	3404
Loop:	AWD Optional
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To identify a party by type of organization, name, and code
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of N102 or N103 is required. 2 If either N103 or N104 is present, then the other is required.
Semantic Notes:	
Comments:	<ol style="list-style-type: none"> 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party. 2 N105 and N106 further define the type of entity in N101.
Notes:	<ol style="list-style-type: none"> 1. When AWD01-01 is code 93 and the contribution was made by someone other than the filer, use this segment to identify the contributor. 2. When AWD01-01 is code 93 and the contribution was made from an account under the filer's control, use this segment to identify the account name.

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	N101	98	Entity Identifier Code	M ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual	
			EAH Contributor	
				<i>Use this code to indicate a contributor other than the filer.</i>
			UL Special Account	
				<i>Use this code to indicate an account under the filer's control from which a contribution was made.</i>
Must Use	N102	93	Name	X AN 1/60
			Free-form name	
				<i>1. Use this data element to provide the full name of the entity or location.</i>
				<i>2. If the entity is an individual, use the following format: Prefix, last name, first name, middle initial, suffix (if applicable).</i>
Not Used	N103	66	Identification Code Qualifier	X ID 1/2
			Code designating the system/method of code structure used for Identification Code (67)	
Not Used	N104	67	Identification Code	X AN 2/80
			Code identifying a party or other code	
Not Used	N105	706	Entity Relationship Code	O ID 2/2
			Code describing entity relationship	
Not Used	N106	98	Entity Identifier Code	O ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual	

Segment:	MTX Text
Position:	3504
Loop:	AWD Optional
Level:	Detail
Usage:	Optional
Max Use:	>1
Purpose:	To specify textual data
Syntax Notes:	<ol style="list-style-type: none"> 1 If MTX01 is present, then MTX02 is required. 2 If MTX03 is present, then MTX02 is required. 3 If MTX05 is present, then MTX04 is required.
Semantic Notes:	1 MTX05 is the number of lines to advance before printing.
Comments:	1 If MTX04 is "AA - Advance the specific number of lines before print", then MTX05 is required.
Notes:	<ol style="list-style-type: none"> 1. When AWD01-01 is code B1, use this segment to describe the goods or service to which the benefit amount applies. 2. Use this segment also to provide additional text information related to the amount cited in the 2/AWD/2700 segment. 3. The use of text is discouraged if the information can be provided in a codified manner elsewhere within this transaction set. 4. This implementation convention limits the use of this segment to one time for each code listed in MTX01 per AWD loop. Additional repetitions of this segment run the risk of data not being received by the Secretary of State's office.

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
MTX01	363	Note Reference Code	O ID 3/3
		Code identifying the functional area or purpose for which the note applies	
		ADD Additional Information	
		EBC Description of Goods and Services	
MTX02	1551	Message Text	X AN 1/4096
		To transmit large volumes of message text	
		1. When MTX01 is code ADD, the full 4096 characters may be used in this data element.	
		2. When MTX01 is code EBC, this data element is limited to 90 characters. Exceeding this limit runs the risk of the data not being received by the Secretary of State's office.	
Not Used	MTX03	1551 Message Text	O AN 1/4096
		To transmit large volumes of message text	
Not Used	MTX04	934 Printer Carriage Control Code	X ID 2/2
		A field to be used for the control of the line feed of the receiving printer	
Not Used	MTX05	1470 Number	O N0 1/9
		A generic number	
Not Used	MTX06	819 Language Code	O ID 2/3
		Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)	

Segment: **SE** Transaction Set Trailer
Position: 3600
Loop:
Level: Detail
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)
Syntax Notes:
Semantic Notes:
Comments: 1 SE is the last segment of each transaction set.

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
M	SE01	96	Number of Included Segments	M N0 1/10
			Total number of segments included in a transaction set including ST and SE segments	
			<i>This data element identifies the total number of segments included in the transaction set being transmitted. This number includes the ST (header) and SE (trailer) segments</i>	
M	SE02	329	Transaction Set Control Number	M AN 4/9
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	
			<i>This data element MUST cite the same number as is cited in ST02 of the 1/ST/0100 segment.</i>	